

Over-Archiving Risk Assessment

Hazards	Who might be harmed and how?	What are we already doing?	Residual activity to manage this risk	Action by Responsible Person
Trips	Users may be injured if they trip	We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables in public areas. All access routes are via gentle ramps with hand rails, except the front exit to the Wesley Hall and the Wesley Hall Utility Room where the single steps are clearly marked.	Good housekeeping is needed in all areas	To monitor and take action where appropriate
Slips	Users may be injured if they slip	We carry out general good housekeeping. Floors are mopped if wet. The flower room floor is to be kept dry and clear of foliage on the floor.	Good housekeeping is needed in all areas	To monitor and take action where appropriate
Stairs	Users may be injured if they fall	Stairs to the storage area over the Wesley Hall Utility Room are well lit and have good hand rails. Stairs to the organ loft and adjacent store are steep but are well lit and have good hand rails.	Stairs to be kept clear at all times. Hand rails are to be used	To advise about use of hand rails
Steps	Users may be injured if they trip	There are external steps at the side entrance door and in the quadrangle. Internally, there are two steps from the rear of the church into the New Room. The Wesley Hall entrance and Utility Room each have one step which is clearly marked with hazard tape.	None	To advise users to be vigilant
Church loft	Users may be injured if they fall	Stairs to the church loft are steep but are well lit and have good hand rails. Access is not authorised except for adults carrying out essential work or accessing the storage area. A second adult is to be present. If the loft hatches need to be opened to move stored equipment, such as chairs, both adults are to carry out a further risk assessment of the hazards, safe areas and their fitness prior to commencing the task.	Hand rails are to be used	To advise that two persons must be present when accessing the loft hatch
Ladders	Users may be injured if they fall	Ladders are kept locked to prevent unauthorised use. Use is not authorised except for adults carrying out essential work and maintenance. A second adult is to be present to steady the ladder to prevent topple or slip.	None	To advise that a second person should be present when using ladders
Electrics	Users at risk from electrics	All electrical circuits are checked on a five-yearly rota. PAT testing is carried out as required.	None	N/A
Kitchen	Users may be injured through slippage, burns, cuts, etc.	The Kitchen floor is to be kept dry and free from grease, food and spillages. Cooking oils and fats are to be used only by authorised St John's catering personnel who have attended appropriate safety and hygiene training. Knives are to be kept in a storage block. Hot materials are to be handled using tongs or oven gloves.	Care to be taken by all users	Monitor and take action where appropriate
Gas	Users at risk from fire and hot surfaces	The gas cooker in the Kitchen is to be used only by authorised St John's catering personnel who have attended appropriate safety and hygiene training.	No unauthorised personnel are to use the hob or oven	Monitor and take action where appropriate
Fire	Users at risk from fire	Regular testing of alarms, fire-fighting equipment, emergency lighting, etc. See separate Fire Risk Assessments for details.	Vigilance	Monitor and take action where appropriate