

South Oxhey Baptist Church	Church Hall	DATE OF ASSESSMENT:	23 rd June 2014	DATE OF LAST ASSESSMENT:	23.06.14	Doc Ref: RA 02
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Severity

Likelihood

No injury	1
First aid injury	2
Off work for 3 days	3
Major injury	4
Death	5

Extremely Unlikely	1
Highly unlikely	2
Likely	3
Highly likely	4
Extremely likely	5

S – Severity

L – Likelihood

R – Result

Ref.	HAZARD IDENTIFIED		Persons at Risk			Risk Assessment (No controls)			Control Measures	Risk Assessment (with controls)		
			Adults	Children	Visitors	S	L	R		S	L	R
1	Blocked doors	Preventing exit from building for any emergency	Y	Y	Y	5	3	15	Ensure that all fire exits and main doors are free from blockage. Ensure that area outside exits allow doors to be opened. Do not place any items in front of exit doors	2	1	2
2	Stage area	Causing potential trips and falls	Y	Y	Y	3	3	9	Unauthorized personnel not to go onto the stage area unless absolutely necessary. Equipment to be stacked safely.	3	1	3
3	Carpet on stage steps	Causing potential trips and falls	Y	Y	Y	3	3	9	Unauthorized persons not to go onto the stage unless absolutely necessary Check carpet is fixed to steps. Tape down any loose carpet. Make persons aware of trip hazard	2	1	2

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4	Lifting chairs and tables	Possible strain and back injuries.	Y	Y	Y	3	3	9	Trolley to be used to move stacks of chairs. Two or more persons to lift tables.	3	1	3
5	Running in the hall area	Causing possible trips falls and other injuries.	Y	Y	Y	3	3	9	Children to be supervised. No running unless safe games are being played and area has been properly cleared. Ensure that any spills are cleared immediately	3	1	3
6	Injuries from games played in hall area.	Various dependent on game	Y	Y	Y	3	4	12	Ensure that all chairs and tables and other items have been moved from the hall floor. If chairs or tables are stacked near to the walls, point out the hazards and do not play games near the items. Clear any spillages immediately. Do not use hard balls to kick or throw around the hall. Do not throw balls at windows or light fittings. Children are to be supervised at all times. A First aid kit must be available Undertake activities that are suitable for the number of persons using the hall. Ensure that all game equipment is safe and free from danger. All defective or dangerous items to be removed.	2	2	4
7	Injuries from electrical equipment	Electrocution	Y	Y	Y	4	2	8	Only approved equipment to be used. Authorized persons to set up equipment. Children are not to play with electrical equipment Ensure that all wires and leads are stored correctly preventing trips and falls.	4	1	4

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8	Opening windows	Potential falls	Y	Y	Y	3	2	6	Do not stand on stacked chairs to reach the windows. Use appropriate items to stand on. Ensure that someone else is present. Children are not to open windows Individuals are to risk assess what they are doing.	2	1	2
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