

BAKEWELL FRIENDS MEETING HOUSE

Health & Safety Risk Assessment

What are the hazards?	Those who might be harmed and how	Current action to control the risk	Further action needed to control the risk	Who needs to carry out the action?	Date needed	Date completed
Carpark and garden						
Seasonal hazards : leaves, moss and snow	Slips & trips to visitors and public users.	<ul style="list-style-type: none"> Seasonal sweeping and clearing of car park 	<ul style="list-style-type: none"> Sweeping when necessary 	MH manager	Autumn & Winter	April 2024
Excess parking of vehicles in grounds	Blocking emergency vehicles No space for disabled users	<ul style="list-style-type: none"> Prioritising disabled users Reminders to car park users 	<ul style="list-style-type: none"> Further reminders 	All using the car park Checks by manager	When necessary	Review Nov 2024
Movement within building						
Furniture and objects cluttering the building.	All users : trips and falls Blocking emergency exists	<ul style="list-style-type: none"> Our clear room and spaces policy applies to all MH users 	<ul style="list-style-type: none"> Regular inspection of rooms 	All MH groups Manager and cleaner	Daily	Review Nov 2024
Handling & stacking chairs in hall and store.	Store users : poorly stacked chairs falling over.	<ul style="list-style-type: none"> Taking care when handling and stacking chairs 	<ul style="list-style-type: none"> Regular store checks 	All MH groups in hall MH Manager	Daily	Review Nov 2024
Malfunctioning equipment and services						
Dangers from gas and electrical equipment.	All users : electric shock, fire, explosion and gas inhalation	<ul style="list-style-type: none"> Professional servicing 	<ul style="list-style-type: none"> Safe handling of portable electrical equipment 	Service suppliers Meeting House users	As per schedule	Review Nov 2024
Fire						
Failure of equipment or procedure to prevent fire	All users : danger of burns, suffocation or death.	<ul style="list-style-type: none"> Daily, weekly and monthly checks, annual maintenance 	<ul style="list-style-type: none"> Annual review of fire risk assessments 	Manager and Stewardship Committee	Annually	Review Nov 2024
Outbreak of fire in the Meeting House	All users : danger of burns, suffocation or death.	<ul style="list-style-type: none"> Train group leaders, or their nominees, in fire evacuation* 	<ul style="list-style-type: none"> The group leader is to take charge of fire evacuations* 	Quaker and user group leaders		Review Nov 2024
Chemical Hazards						
Cleaning materials	All users : adverse reactions effecting skin and breathing	<ul style="list-style-type: none"> Store chemical safely, especially from children 		Cleaner	Ongoing	Review Nov 2024
Legionella	Shower users : danger of infection	<ul style="list-style-type: none"> Run shower hot every week for 5 minutes 		Cleaner	Weekly	Review Nov 2024
Gas & Electricity						
Malfunctioning equipment or services	Danger of fire or explosions to all Meeting House users	<ul style="list-style-type: none"> annual service of electrics, gas boiler & heating 	<ul style="list-style-type: none"> scheduled lighting checks 	MH Manager	Monthly & annually	Review Nov 2024
Malfunctioning portable electrical equipment	Danger of possibly fatal shock or fire to users	<ul style="list-style-type: none"> annual review & PAT test 	<ul style="list-style-type: none"> annual review, PAT testing 	MH Manager Community Hirers	Annually	Review Nov 2024
Risks to Friends & staff						
Lone working and personal security	Personal attack or accident requiring emergency help		<ul style="list-style-type: none"> Let others know where you are and when returning 	Friends and staff	Ongoing	Review Nov 2024
Working at height	Serious falls, possibly causing breakages or death	<ul style="list-style-type: none"> Don't work alone at height Use professional services 	<ul style="list-style-type: none"> Keep ladders and other equipment well maintained. 	Friends and staff MH Manager	Ongoing	Review Nov 2024
Kitchen						
Danger of burns, scalds, and cuts in busy kitchen	Danger to Friends, employees community users	<ul style="list-style-type: none"> Limit occupants to five Supervise children 	<ul style="list-style-type: none"> Use hatch to serve food and drink 	All kitchen groups and users	Annually	Review Nov 2024
Meeting House						
Building decay	Threat to Friends, employees community users and public	<ul style="list-style-type: none"> annual inspection of building Quinquennial Review 	<ul style="list-style-type: none"> gutter and drains cleaning inspect after bad weather 	Manager & others N&D AQM	Annually 5 yearly	Review Nov 2024

Scope of Controls

Friends, community users, employees and public	Meeting House schedules and employees	Actions highlighted in bold blue text are part of the Meeting House regular scheduled health, safety, fire and maintenance checks.
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First Aid Kit and Accident Reporting

A first aid kit is available for Meeting House users on the kitchen wall.

Accidents should be entered in the Accident Report Book and the Meeting House manager should be informed.

Notes

- * All group leaders (duty elders, community activity leaders and/or their nominees) are responsible for evacuation in case of fire or other emergency and an informal individual briefing will be provided.

This risk assessment applies all Quaker and community groups using the Meeting House. Should activities of groups fall outside the scope of this Risk Assessment then groups should provide their own risk assessments to cover these activities.

All portable electrical equipment should be PAT tested annually. The Meeting House is happy to include Friends' and community groups' equipment in their annual PAT testing at no cost. Details will be sent out annually.