

A Safe Environment - Risk Assessments

Christadelphian Ecclesial Hall & Grounds								
Item	Hazard	Risk			Control Measures	Result		
		L	M	H		L	M	H
1	Vehicles			√	<ul style="list-style-type: none"> ▪ Separate pedestrians from vehicles using the drive to the side of the hall by a white line. ▪ Restrict the use of the area in front of the hall to children who are supervised. ▪ Provide a gate on the drive to restrict children's movements to the hall, drive and car park. ▪ Prevent the parking of vehicles where vehicles would otherwise need to enter pedestrian marked areas. ▪ Restrict speed limit to 'crawling pace'. 		√	
2	Fire			√	<ul style="list-style-type: none"> ▪ Ensure the emergency procedures in case of fire are fully understood by everyone at the ecclesia, including children. ▪ Carry out a practice evacuation. ▪ Maintain the hall and fire fighting equipment to achieve fire safety standards. ▪ Provide and maintain an emergency light above each exit route. ▪ Ensure escape routes are always accessible and an exit can always be gained whilst the hall is in use. 		√	
3	Electric			√	<ul style="list-style-type: none"> ▪ Maintain the electrical installation of the hall and the electrical equipment to safe standards. ▪ Restrict the use of electrical equipment such as kettles and urns. ▪ Lock the electrical meter cupboard. 		√	
4	Gas cooker			√	<ul style="list-style-type: none"> ▪ Restrict the use of the gas cooker to adults only or children with strict adult supervision. ▪ Install a gas isolation tap to be isolated when not in use. 		√	
5	Boiler			√	<ul style="list-style-type: none"> ▪ Restrict the boiler room to adults only ▪ Service and maintain the boiler to ensure safe operation. 		√	
6	Access				<ul style="list-style-type: none"> ▪ Maintain all access route within and around the hall to prevent slips, trips and falls. ▪ Restrict the use of ladders and step ladders to adults only unless strict supervision is provided by an adult. 		√	

A Safe Environment - Risk Assessments

Ecclesial Christadelphian Hall & Grounds (cont..)								
7	Doors		√		<ul style="list-style-type: none"> ▪ Maintain all doors in good working order. ▪ Prevent doors being slammed shut ▪ Provide 'chocks' to prevent doors without automatic closers being blown shut with the wind 	√		
8	Windows		√		<ul style="list-style-type: none"> ▪ Maintain all windows in good working order to prevent unnecessary effort. ▪ Restrict the opening and closing of windows in the main hall to adults only. 	√		
9	Hot water		√		<ul style="list-style-type: none"> ▪ Set the hot water thermostat(s) to prevent scolding. 	√		
10	Kettles / urns		√		<ul style="list-style-type: none"> ▪ Restrict the use of kettles and urns to adults only. ▪ Provide a 'safety zone' around urns. ▪ Ensure urns are positioned on a flat, stable surface suitable for the total weight of the full urn. ▪ Ensure the flex to the urn is kept away from where it can be snagged or burnt (eg the cooker). 	√		
11	Stacking Chairs		√		<ul style="list-style-type: none"> ▪ Ensure stacking chairs are limited to a safe number in each stack. ▪ Prohibit children from climbing on stacked chairs. 	√		
12	Furniture, platform		√		<ul style="list-style-type: none"> ▪ When the hall is set out for normal meetings, with the chairs in rows, etc. children should be prohibited from running and acting the fool to reduce the risk of injuries against hard surfaces. 	√		
13	Hazardous substances		√		<ul style="list-style-type: none"> ▪ All hazardous substances to be identified and locked away for adult use only. 	√		
14	Darkness		√		<ul style="list-style-type: none"> ▪ When darkness falls always ensure the outside lights are turned on. ▪ Ensure adults are present at the hall before or at the same time as children arrive. 			
15	Uncontrolled behaviour		√			√		
16	Intruders		√		<ul style="list-style-type: none"> ▪ Lock the front and rear doors when in use always ensuring that the doors can be opened immediately in case of fire. 	√		

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Hired Hall								
Item	Hazard	Risk			Control Measures	Result		
		L	M	H		L	M	H
1	Intruders			√	<ul style="list-style-type: none"> ▪ Lock the doors to the centre when in use, always ensuring that the doors can be opened immediately in case of fire. 	√		
2	Access	√			<ul style="list-style-type: none"> ▪ Access to emergency exit routes and doors must be monitored and tested. 	√		
3	Stacking chairs		√		<ul style="list-style-type: none"> ▪ Ensure stacking chairs are limited to a safe number in each stack. ▪ Prohibit children from climbing on stacked chairs. 	√		
4	Kitchen			√	<ul style="list-style-type: none"> ▪ Access to the kitchen should be limited unless supervision is provided by an adult. 	√		

Note:

Most Hired Halls have been designed and built for use by the local community for activities which include those for children.

Where an unacceptable hazard or potential risk is observed, we will inform the 'Booking Secretary' of the Association.

Transportation								
Item	Hazard	Risk			Control Measures	Result		
		L	M	H		L	M	H
1	Vehicle		√		<ul style="list-style-type: none"> ▪ All vehicles to be well maintained. ▪ Tyre should be to the legal standards. ▪ All lights and warning devices should be in working order. ▪ Adequate insurance on all vehicles 	√		
2	Driver		√		<ul style="list-style-type: none"> ▪ To be assessed as suitable, trained and competent to transport children 	√		
3	Breakdown	√			<ul style="list-style-type: none"> ▪ Where the risks of traffic pose a high risk to passengers, the occupants of the vehicle should vacate the vehicle and wait for assistance in a safe place near the vehicle. ▪ Drivers should inform the activity leader by telephone if they breakdown but children must not be left on their own. ▪ Leaders should make themselves aware of approximate times of arrival and make enquiries of the whereabouts of any 'missing' vehicles and occupants. 	√		

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Homes								
Item	Hazard	Risk			Control Measures	Result		
		L	M	H		L	M	H
1	Access	√			<ul style="list-style-type: none"> ▪ Assess individual homes to ensure safe access. ▪ If applicable, assess any considerations for the physically disabled 	√		
2	Hazardous substances		√		<ul style="list-style-type: none"> ▪ Prevent children coming into contact with hazardous substances 	√		
3	Electric	√			<ul style="list-style-type: none"> ▪ Prevent the use of any dangerous, high risk electrical equipment by children. 	√		
4	Gas	√			<ul style="list-style-type: none"> ▪ Prevent the use of any gas appliances without the strict supervision of an adult. 	√		

General Outdoor Locations								
Item	Hazard	Risk			Control Measures	Result		
		L	M	H		L	M	H
1	Access routes		√		<ul style="list-style-type: none"> ▪ Assess access routes on outdoor activities. In some circumstances, this will involve a visit to the outdoor location prior to the activity. 	√		
2	Roads / railways			√	<ul style="list-style-type: none"> ▪ Identify and assess the risks from local roads to the outdoor location. ▪ Ensure methods are in place to restrict children from high risk roads / railways, etc. 	√		
3	Overhead power lines			√	<ul style="list-style-type: none"> ▪ Assess the risks of overhead power lines and specific activities planned (e.g. flying kites, fishing, etc.) 	√		
3	Playground equipment			√	<ul style="list-style-type: none"> ▪ Playground equipment should be well maintained but should be assessed to make sure impact materials, etc are in place and not deteriorated. ▪ Ensure adult supervision at all times. 	√		
4	Weather		√		<ul style="list-style-type: none"> ▪ Plan for likely weather conditions and ensure clothing and routes are suitable. 	√		