

Penrith Quaker Meeting House- Risk Assessment

Assessment carried out by: Sara Braithwaite, Glenn Tomkinson, Carol Mitchell

Date assessment was carried out: 02/11/2022

Date of next review: November 2023

Reviewed 25/01/2023

- First Aid Kit and accident book located in the kitchen

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
USE OF THE BUILDING BY HIRERS AND THOSE UNFAMILIAR WITH THE LAYOUT	All users	Hirers given H&S instructions as part of hiring process Instructions for hirers displayed on the notice board in the main meeting room		Bookings clerk	ongoing	
CHILDREN'S ROOM Slips and trips	Adults, children	house-keeping- no clutter left on floor floor covering in good condition, doormat is	Regular monitoring	All users and Premises Committee	ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		recessed into the floor and secure				
Electric wall heaters-electrocution	All users	3 yearly electrical wiring checks	investigate whether they should be subject to annual Pat testing	Premises committee	31 st Dec 2022	
TOILET BY CHILDREN'S ROOM Slips on wet floor	All users	Non slip , commercial grade floor covering	Regular Monitoring and mop up any water spills. Floor cloth, bucket and mop available in adjacent kitchen	All users And Premises Committee	ongoing	
Scalds from hot water	All users , but especially children	Water heated by small through flow heater-thermostat fitted	investigate whether they should be subject to annual Pat testing	Premises committee	31 st Dec 2022	
KITCHEN Slips and trips	All users	Non slip commercial grade floor surface. Floor kept free of obstructions.	Regular monitoring All spills to be mopped up immediately- cloths, bucket and mop available.	All users And Premises Committee	ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Electrocution from faulty devices	All users	Electric heaters tested every 3 years	investigate whether they should be subject to annual Pat testing	Premises committee	31 st Dec 2022	
Cuts from sharp objects	children	Knives and scissors stored on shelf in cupboard above the eye level of small children.		All users	ongoing	
Cleaning materials- ingestion/poisoning	children	Cleaning materials stored in high level cupboard out of reach of small children		All users	ongoing	
Scalds from kettles	children	Child gate fitted at entrance to kitchen	Gate to be kept fastened closed when kitchen in use and children in attendance	All users	ongoing	
MAIN MEETING ROOM and library Trips and slips	All users	Floor covered by carpet tiles – in good condition and not loose	Regular monitoring. Ensure temporary cables are removed when not in use	All users And Premises Committee	Ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Manual handling injuries from moving furniture	All users	chairs to be stacked no more than 3 high	Consider providing a sack barrow	Premises committee	31 st December 2023	
STORE ROOM Gas boiler- leaks of gas	All users	Ensure annual boiler check and service		Premises committee	ongoing	
Carbon monoxide poisoning	All users	Carbon monoxide detector installed	Ensure this is regularly tested	Premises committee	Ongoing	
Heavy items stored on shelves	All users	Ensure heavy items are stored on lower shelves	monitor	Premises committee and bookings clerk	ongoing	
DISABLED TOILET Slips on wet floor surface	All users	Non slip floor surface	Ensure spillages are mopped up	All users	ongoing	
Scalds from hot water	All users	Small through flow water heater – water temperature luke warm				

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
FOYER Slips and trips	All users	Floor covering in good condition. Door mat fitted in recess and secure	Regular monitoring	Premises committee	ongoing	
OUTSIDE paths Slips on wet/mossy flagstones	All users		To be treated with Algon in Spring and Autumn. Condition to be monitored and remedial action taken when/if they become slippery. Grit available to do this	Premises Committee . All users to be made aware	ongoing	
Slips in icy conditions	All users		Grit/salt bin to be sited just inside gate from car park so that flagstones can be treated in icy conditions. Hirers to be made aware of this	Premises Committee All users Bookings Clerk	ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Car Park Trips and slips	All users	Mostly gravel surface, to be sprayed periodically to be kept weed free.	Some slabs at entrance to the car park from the road are cracked – these need to b monitored to ensure they don't deteriorate further and become a hazard	Premises Committee	ongoing	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/