

Dorking Christian Centre Risk Assessment

The Methodist Church Council and the Local Authority asks that all churches operate in accordance with best practice in terms of governance, and make regular reviews. In addition there are legislative requirements to maintain risk assessments for Fire Safety, and Health and Safety purposes. This document also covers checks on our procedures regarding Security, Personal Safety, First Aid, Employment Responsibilities, Safeguarding, and compliance with the Disability Discrimination Act. This document should be read alongside the policy document ‘conditions of hire’ that applies to all users of the building; these policies represent mitigation against many of the risks identified below.

The Resource and Finance Committee (R&F Committee), a sub committee of the Church Council, are responsible this document, and making recommendations for action to be taken as necessary. The Centre Director will be responsible for updating and maintaining the document, but responsibility for risk in the building remains with the trustees of the Church (members of the Church Council.)

Severity and likelihood of risk is identified using the colour coding, Green = Low Risk, Amber = Medium Risk, Red = High Risk

	Low- Likelihood - high		
Low-Severity- high	Low Risk	<i>Medium Risk</i>	High Risk
	Low Risk	<i>Medium Risk</i>	<i>Medium Risk</i>
	Low Risk	Low Risk	Low Risk

This Risk Assessment is a Public Document. Specifically all hirers should be aware of any issues and implications for them (the conditions of hire point them to their responsibilities). Contractors on site should get permit to work from the Office, which will include reference to the Risk Assessment.

Category of Risk	Hazard / Risk	Description of action and existing mitigations	Any further action that is needed (by when)	Responsible Person(s)
Governance	<i>Fraud / Maladministration of finances.</i>	Cash handling and Accounts procedure set in place and checked. Double signatures required on all cheques and bank authorisations. Annual audit of accounts. Financial delegation limits: Centre Director / Centre Manager unbudgeted spend up to £500; RFC can approve unbudgeted spend up to £2000.	More robust reporting mechanism to be put in place during transition year, to include monthly reports from Managers to R&FC. Investigate alternatives to use of personal credit cards.	Centre Director, Church Treasurer R&FC
	<i>Ignorance of duties and responsibilities of trustees.</i>	List maintained of Church Council members, reminded of duties and responsibilities regularly – in accordance with requirements of Charities legislation.	May need particular information / training to inform future significant decisions. Training Day arranged for 23rd Jan.	Chair of Church Council.
	<i>Personal Liability of Trustees</i>	Trustee liability insurance maintained as part of our main insurance policy – value £1,000,000 per claim.		MCC

Fire Safety - Specific locations	<i>Fire in the Main Kitchen</i>	High risk area due to cooking equipment. Installed Gas Interlock cuts gas at source if pressure drops, also allows emergency cut off. Practice is to keep Kitchen Door closed and to keep back door (not nominated fire exit) unlocked when Kitchen is in use. Cook's induction includes training on fire procedures. Fitted with Fire Extinguishers, and Fire Blanket.	Fire extinguishers need to be reattached to the walls (removed for recent decoration, but still in situ).	Cook – Centre Managers.
	<i>Fire in the Servery Kitchen & Café area</i>	Practice is to cook food in main kitchen and serve / reheat in servery – so lower risk area than main kitchen. Fitted with Fire Extinguishers & Fire Blanket. Volunteers induction includes training on fire procedure	Strict observation of both available fire exits – tend to be partially obstructed by furniture / scooters etc. needs to be checked regularly throughout the day by staff.	
	<i>Fire in the Office area</i>	To be aware of potential risk from electrical items, specifically laminator, and to ensure turned off at end of use. Blocked door to flat has been upgraded to fire rated boarding.		Staff.
	<i>Fire in Halls</i>	No specific risk, but can get very full of people – maximum numbers need to be observed, and furniture laid out appropriately.	Need to fix electric fault in plug socket in main hall.	Centre managers to check total building numbers, and individual numbers with hirers.
	<i>Fire in Upstairs rooms/ block to stairs</i>	No specific risk of ignition, but fire on stairs could compromise escape routes. Advised by Fire Officer that travel distances to exits, and fire extinguishers are sufficient to mitigate this risk.		
	<i>Fire in Treatment Rooms</i>	Specific risk of ignition from equipment – will be routinely tested (quarterly). Users of treatment rooms to ensure equipment is used safely / turned off / tidied up. Hairdresser door to be kept locked when not in use.		
Fire Safety – General Principles	<i>Fire in any part of the building</i>	Professional Alarm & Lighting system installed and regularly maintained under professional contract. Fire evacuation procedure included in Volunteer induction, and clearly signed. Fire blankets available for use in Kitchen and Servery, Fire extinguishers available for use by marked	Weekly test of Fire Alarm to be carried out by Centre Managers. If Fire Alarm is triggered accidentally then this	R&F Committee, Centre Managers.

		<p>exists and in Foyer. Specifically rubbish outside kitchen door to be kept in bins to mitigate arson risk.</p> <p>Fire Alarm Drill: If the Alarm is sounded, it should be assumed to be a genuine alarm, and the building is to be evacuated. Managers and Volunteers will assist with evacuation of servery during opening hours. Hirers are aware that out of hours they are responsible for the evacuation of their own party.</p> <p>The responsible person (Managers during opening hours, named hirers out of hours) are responsible, ONCE EVACUATION IS COMPLETE for determining whether there is a real fire, and if necessary calling fire brigade. If it is decided to be a false alarm, the system can then be reset.</p> <p>WHATEVER the outcome, a full record of the Alarm, including time, cause, action taken, and any issues arising with the evacuation, should be made by the Centre Manager. Out of Hours the hirers must report necessary information to the Manager.</p>	<p>should be treated as an evacuation drill, and be recorded in office. Full evacuation drills should take place every 6 months.</p> <p>Specific note of any issues raised during drills must be submitted to RFC Committee and the Director by the Centre Managers.</p>	
	<i>Fire exits may become blocked</i>	The three designated fire exists to be checked daily by managers. Hirers made aware and told not to block. Exit signs clearly marked, and appropriate emergency lighting fitted, and maintained. Volunteers told at point of induction about location of exits.		Centre Director, Managers, Volunteers and all users.
	<i>Use by Hirers any other Extra-Ordinary Use</i>	Users aware of the need to carry out their own separate risk assessment (see terms of hire), and to notify Centre Managers of any extra-ordinary use.	If there is to be anyone in the building over-night, or any other relevant extra-ordinary use, the local fire brigade need to be informed.	Users, Centre Managers.
	<i>Problems that might prevent safe evacuation.</i>	<p>Numbers in the building are limited: Large Hall (170), Small Hall (50), Treatment Rooms & Waiting room (15 total), Upper Rooms (40 each), Counselling Room (5), Small Back Room (8), Offices (8). Total people in building not to exceed 400.</p> <p>Specific issues: number of elderly or mobility disabled</p>	Fire drills carried out regularly, and recorded by managers. Any particular procedural issues with evacuations should be brought to attention of Centre	Centre Managers, Centre Director.

		individuals in the building, layout of furniture by hirers, and step up to fire exit in small hall / step down to fire exit by offices.	Director. Users to be made regularly aware of their responsibilities to maintain fire exits / safe numbers.	
	Fire in the flat	Any fire risk in the Centre poses risk to the Flat, with high risk due to overnight occupancy. Smoke alarm fitted, and regularly checked in the flat, and fire precautions taken in the Centre. Regular checks carried out to comply with letting requirements. Smoking / use of candles not permitted in the flat. No common areas; tenant ultimately responsible for risk assessment in the flat.	All new tenants to have home fire safety checks.	
PAT testing	Fire or other electrical hazard caused by faulty equipment.	Ensure annual testing of all Portable Electronic Devices. Maintain a schedule of all electronic devices and ensure they are tested annually. To repair, replace, or dispose of any items found to be faulty or redundant. All new electric work to be properly tested & certificated.	Any problems noticed between inspections to be dealt with by managers immediately, and recorded.	Centre Manager, RFC
Health & Safety: Statement of General Policy	<p>Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.</p> <p>We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregations, contractors, visitors and others who may visit the Christian Centre, or grounds.</p> <p>The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below. The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.</p> <p>In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be taken quarterly by the Resource & Finance committee in conjunction with consideration of the Risk Assessment. Employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.</p>			Adopted by the RFC on 15.1.2012, and MCC on 30.1.12 (on the recommendation of insurers).
Health & Safety – employees (including Volunteers)	May not be aware of their own responsibilities under Health and Safety at Work Act	Notices displayed. Information on basic responsibilities included in induction training, records kept in office		Centre Managers.

	Other risks	Employers Liability Insurance included in standard Church Policy, Certificate displayed in managers office.		
	<i>Food Preparation</i>	Basics of food hygiene included in Volunteer Induction, information notices prominently displayed.	Certificated training programmes to be made available annually. Veronica to update her certificates – training dates booked for 2012.	Centre Managers.
	Injury caused by lifting or moving .	Trolley provided for moving of chairs. Heavy staging not to be moved by individual alone.	Specific manual handling training to be given to managers.	
Health & Safety – users	<i>Food Preparation</i>	Kitchen and Servery areas professionally cleaned each weekday. Compliance with all recommendations made at inspection. Daily checks (fridge temp) recorded by managers – food temperatures recorded in menu book.	External Inspection passed Jan 2010. Managers to do spot checks on cleaning, and chase cleaners as required	Centre Managers (for managing cleaning contracts) & Cook (responsible for standards in the kitchen).
	Chemicals	Cleaning fluids clearly labelled, and kept in locked cupboard.		
	<i>Overloaded Cupboard & Chairs stacked to high pose risk</i>	Signs displayed to limit height of chair stacks. Where cupboard become overloaded the users are asked to clear them out by the managers.		
	Other risks to Public	Public Liability Insurance in place for Church use, and occasional hirers (less than 3 times a year). All other hirers have been informed that they need own insurance, in conditions of Hire.	Check & remind hirers / users that they need their own insurance in place.	
Health & Safety Officer		Formal appointment recommended by Insurance Company – role reports to the RFC and MCC. Trustees remain ultimately responsible.		HSO = Centre Manager.
Security	Key Control	Common Access on Doors limited. In Evening access limited to entry times. Key Holders access limited to times of their bookings.		Centre Managers
	Window locks insufficient	Police Security Advice is to upgrade all security locks on Windows.	To upgrade when funds allow. Mitigate risk by making sure that all valuables within the building are secure (see	R&F Committee

			theft below).	
	<i>Theft</i>	Valuable items kept locked in Managers office, or in safe. Both of which have very controlled access. Number lock on servery to negate need to need door unloed / distribute keys widely. Sevrery & Kitchen now fitted with lockers & locks on cupboards.	Ongoing review, and in response to any particular incidents. New Hirers advised not to leave items unattended, and where appropriate to have own contents insurance. However principle of access and welcome not to be compromised.	Centre Director
	<i>Theft of precious metal from the outside of building.</i>	SMARTWATER ordered, registered, and will be applied asap.	Insurance company recommends urgent application / registration of SMARTWATER to lead flashing at rear of the building.	RFC informed 15/1/12.
Safeguarding	<i>Possibility of abuse of young people of vulnerable adults</i>	Ensure that all Methodist Church Safeguarding policies are understood and practised by those who have contact with young people, and / or keys to the building. In Conditions of Hire, key holders to sign forms (filed in Office). Employees, and those in responsibility in the Church to undergo Methodist Training. All employees of Methodist church subject to CRB checks at point of employment.	Note – Methodist & Anglicans working towards adopting a common policy for Church / Centre. Will be adopted in due course.	Safeguarding Officer, Church Council
	<i>Registration of Volunteers</i>	NB Current advice (Jan 2012) is that ‘supervised volunteers’ will not be subject to registrations.	New registration procedure imminent; to take action as required	Centre Director, Safeguarding Officer.
First Aid	<i>Minor injuries</i>	To keep first aid kits in Office and Servery. Any incidents or accidents recorded.	First Aid at work training completed by Centre Director & Centre Manager & some volunteers.	Centre Managers
	<i>Major injuries / incidents</i>	Ambulance to be called, incidents to be recorded.		
Disability Discrimination Act	<i>Heavy Front Doors</i>	Added Bell & Sign to ring for assistance – automatic door openers now fitted.		R&F Committee

	Poor Access to upper meeting rooms	Make sure hirers are aware of access issues, and accommodate in other rooms when necessary & possible.	Consider other alternatives.	
	Limited Access to Fire exits	Small step to Fire Exits in corridor and small hall. Hirers made aware, and specifically instructed to make evacuation plans for anyone with limited mobility.		Centre managers
Working at height	Falls that could cause injury.	Follow Working at Height Regulations 2005 (as amended): Specifically ensure that no unnecessary work is carried out at height; where work is carried out at height it is properly planned, and safety measures are put in place. Specifically any work needed at height in the Main Hall or Small hall, should only be carried out using the scaffold tower, and should never be carried out by an individual working alone. Access to boiler room kept locked. When the door has to be unlocked, it should be for minimal time, and measures taken to ensure no unauthorised people access stairs.	To be aware that we are also responsible for contractors coming onto site, and to make sure they follow appropriate procedures.	Centre managers.
Asbestos	Presence of asbestos in the building – could be disturbed and cause injury	Works survey conducted summer 2011. Asbestos was found insulting pipe work under floor in main hall. This was removed under area of new floorboards, but some remains. Asbestos is also present in the redundant flu in the Boiler room. Risk of asbestos also identified in plaster work in window cases. At time of last inspections (Summer 2011) this was all found to be safe and undisturbed. However, due to the age of the building, and the date of construction, it is likely that asbestos is present in the construction, so particular care to be taken in any future construction.	Quotes for full management survey being considered as part of works to Church building.	Centre Director
Music Licences	Breach of various music licence regulations can result in requirement to pay back dated charges.	PRS & CCLI licences in place. Annual reports completed.	Almost impossible to be specific about use for PRS report. Charity exemption from requirement to have PPL expires in January 2012.	Centre Director – Centre Manager, to keep up to date, and report.
IT back up?				

Last Updated by Clair Fisher 15th January 2012 .