StAndrew's Malvern
Partnering with God in the flourishing of our communities

St Andrew's Church Centre

RISK ASSESSMENT

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Date of Original Assessment	3rd August 2010	Original assessment undertaken by	Angela Gibson & Derek Barnes (Church Wardens)
Latest Revision	March 2025	by	Carole Nicholls, Steve Beldon (Wardens), Derek Barnes, Sylvia Knott and Neil Attewell

Summary of use:
St Andrew's Church Centre (buildings and grounds) is used by a wide variety of groups, including the church membership, infant, children and youth groups, local community groups, elderly groups and the public for private hire. To provide a safe environment, the Centre has a clear Health & Safety Policy and associated set of responsibilities for all accessing or using the premises. These should be read in conjunction with this risk assessment.

About this assessment:
Risk Assessment reviewed (14th March 2025) and updated March 2025.
Health & Safety responsibilities subsequently updated to reflect the risk assessment.

The core hazards posed to the Church Centre have been previously identified and addressed through the Centre's Health and Safety Responsibilities and Rules. All the identified hazards, risks and control measures are listed on this worksheet (Risk).

Notes:

A: Likelihood of harm if the risks materialise:
- 3 - Very likely
- 2- Possible
- 1 - Unlikely

B: Severity of harm if the risks materialise:
- 3 - Major Injury
- 2- Notifiable occurrence (RIDDOR)
- 1 - Minor Injury

ID	Hazard	Risks	Control Measures	Likelihood See note A above	Severity See note B above	Residual Risk (Likelihood x severity)	Control Measures Implemented
1	Electrical Installations	• Electrocution • Fire	Electrical installations properly installed and inspected regularly	1	2	2	See H&S Responsibilities
2	Electrical Appliances	• Electrocution • Electrical Burns • Fires	As per H&S responsibilities: • Portable appliances kept in buildings regularly reviewed by competent person • Portable appliances not brought onto premises without being deemed safe by competent person	1	2	2	See H&S Responsibilities

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3	Fire	• Death • Asphyxiation from smoke • Burns	• Fire alarm system must remain enabled and must not be tampered with by anyone • Regular testing of the fire system (see work instruction & H&S Responsibilities) • Minimal flammable materials in the buildings • Fire exits must be kept clear and easily useable • Lit candles must never be left unsupervised	1	3	3	See H&S Responsibilities
4	Sharp objects and corners	• Sharp points can cause injury • Cuts from sharp knives, scissors, etc.	• Minimise sharp corners (notice boards, hand rails, chairs, etc.) • Keep sharp knives, pointed scissors, pins, etc. well away from young people and out of their reach	1	2	2	See H&S Responsibilities
5	Food safety	Food improperly prepared and / or not safe to eat	1.It is strongly recommended that the person organising the food has a current food hygiene certificate. 2.An up to date risk assessment must be in place. 3.Ensure that you follow the appropriate regulations governing the preparation and storage of foodstuffs.	2	2	4	See H&S Responsibilities
		• Food not safe to eat for microbiological or other	1. Kitchen walls and ceiling in sound condition and easy to clean and/or disinfect. 2. Suitable kitchen and floor surfaces installed which are easy to clean and disinfect 3. Work surfaces easy to clean and disinfect 4. Cleaning done regularly by cleaner and work surfaces can be disinfected by users at other times 5. Sink for hand washing in kitchen with supplies of anti bacterial soap and paper towels to encourage cleanliness	2	2	4	See H&S Responsibilities

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			6. Food waste placed in plastic sacks in bins and bins emptied into lidded receptacle outside 7. Used tea towels stored in cloth bag away from food preparation area and washed regularly 8. Washing up cloths disposed of at the end of each letting of the kitchen 9. Fridge supplied to enable cold foods to be kept at 5ºC or less. Fridge disinfected regularly and temperature checked (*now auto-defrost*). Further Freezer and Fridge available in the Counting House. 10. Children under 12yrs not allowed in kitchen except when undertaking a risk-assessed cooking activity. 11. Kitchen well lit and ventilated.				
		• Food not safe to eat for chemical reasons	Cleaning products stored away from kitchen	2	2	4	See H&S Responsibilities
6	Manual Handling	• Strains, injury and damage	• Ensure everyone follows safe working practices as per H&S Responsibilities • Avoid lifting heavy/bulky/awkward objects - use a trolley whenever possible • Use the trolleys properly for moving stacks of chairs	2	2	4	See H&S Responsibilities
7	Rubbish	• Potential fire risk • Disease / vermin • Health hazard • Potential trip hazard	• All rubbish placed in plastic sacks in bins and bins emptied into lidded receptacle outside regularly. • Cleaner makes sure that rubbish and recycling put out for collection on a regular basis and / or taken to waste recycling centre.	1	2	2	See H&S Responsibilities

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8	Slips, Trips and Falls (internal)	• Fall and Injury	• Regularly inspect all floors (Operations Manager, Bookings Secretary and everybody) • Immediately clear up any liquids on the floors and keep people away • Avoid any trailing leads • Ensure everyone follows safe working practices as per H&S Responsibilities	3	2	6	See H&S Responsibilities
9	Burns and scalds (particularly children)	• Cooking • Hot Liquids • Electrical appliances • Candles	• Children under 12yrs not allowed in kitchen except when undertaking a risk-assessed cooking activity. • Portable appliances (particularly for cooking) must not be brought onto the premises. • Children must not be left unsupervised with any lit candles or hot items. • Hot drinks not be allowed in children's groups unless risk managed (e.g. use of	2	2	4	See H&S Responsibilities and conditions of hire
10	Lost child or injured child	• Child wanders off and get lost • Injured through lack of supervision	• Children must be supervised at all times in church centre or grounds. • All young people's groups should be appropriately supervised, have at least 2 leaders present and record the young people's attendance.	2	2	4	See H&S Responsibilities and conditions of hire
11	Working at height	• Fall and Injury	• Ensure everyone follows safe working practices as per H&S Responsibilities	2	3	6	See H&S Responsibilities
12	Broken Glass, china, etc.	• Cuts and injury	• Ensure everyone follows safe working practices as per H&S Responsibilities. • Cleaner(s) to be vigilant for any signs of broken glass, china, etc.	2	2	4	See H&S Responsibilities
13	Cleaning materials	• Fumes • Chemical Burns • Poisoning • Food poisoning	• All cleaning materials must be kept in (locked) cleaners cupboard or (in small quantities) well out of the reach of young people • Use of flammable or poisonous materials to be minimised • No cleaning materials (except washing up liquid and disinfectant) stored in kitchen	2	2	4	See H&S Responsibilities

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14	Car park & Grounds	Injury	• Ensure young people only access the car park under the supervision of an adult. • Ensure that adults and children do not access uncontrolled areas (e.g. behind the church building). • Ensure that drivers using the Church or Centre understand the requirement for parking safely in the car park (including the needs of those with disabilities) and surrounding areas.	2	3	6	See H&S Responsibilities, Accessibility Statement