

St John's Community Center Westcott

Activity risk assessment Annual Statement

Date: December 2016

T E Way
Chairman
On behalf of St John's Community Centre

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Stairs and Stairwell	Persons using the chapel, especially children. Risk of falling	Notices are placed advising users of No Entry areas. Children should be supervised. The responsible person in charge of the Group is responsible for monitoring behaviour and compliance with notices.	The Community centre has few if any major risks; sensible use of all the facilities and proper supervision of the people using them will greatly minimise any danger.	Person responsible for the Group	Whenever the facilities are in use	
Kitchen	Persons using the chapel, especially children. Risk of electrocution and scalding	There are no cooking facilities in the kitchen, only kettles for making hot drinks. Plugs should not be switched on or unplugged with wet hands.	The Community centre has few if any major risks; sensible use of all the facilities and proper supervision of the people using them will greatly minimise any danger to users.	Person responsible for the Group	Whenever the facilities are in use	
Hot liquids	Persons using the chapel, especially children. Risk of scalding	Children should not be allowed in the kitchen when hot drinks are being prepared. The hatchway into the Chapel should be used to pass drinks through to people and not carried out of the kitchen. The door to the kitchen has a closer which may cause people carrying hot drinks to stumble and spill drinks.	The Community centre has few if any major risks; sensible use of all the facilities and proper supervision of the people using them will greatly minimise any danger.	Person responsible for the Group	Whenever the facilities are in use	

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Electrical	<i>Persons using the chapel, especially children.</i> Electrocution	Safety covers for sockets are provided. Electrical trip fuses are fitted to all electrical circuits	<i>The Community centre has few if any major risks; sensible use of all the facilities and proper supervision of the people using them will greatly minimise any danger</i>	Building Manager checks these regularly. <i>Person responsible for the Group to ensure these are not tampered with</i>	Building Manager on a regular basis. <i>Whenever the facilities are in use</i>	
Fire	<i>Persons using the chapel.</i> Burns and smoke inhalation	Fire extinguishers are provided in the Chapel Entrance lobby Office landing	<i>The Community centre has few if any major risks; sensible use of all the facilities and proper supervision of the people using them will greatly minimise any danger. Fire Exits must be kept clear at all times. The group leader is the responsible person in charge of evacuation and Fire Services notification in the event of a fire.</i>	Building Manager checks these regularly. <i>Person responsible for the Group to ensure these are not tampered with</i>	Building Manager on a regular basis. <i>Whenever the facilities are in use</i>	
Trip Hazards	<i>Persons using the chapel</i> Falling over randomly placed objects, equipment, leads or cables.	Persons using the facilities should accept that any equipment they bring onto the premises is their responsibility, as is the positioning of the equipment.	<i>The Community centre has few if any major risks; sensible use of all the facilities and proper supervision of the people using them will greatly minimise any danger</i>	<i>Person responsible for the Group.</i>	<i>Whenever the facilities are in use.</i>	