

**Parish of All Saints Church**

**Risk Assessment**

**Activity:** Any activity taking place in the hall

**Location:** All Saints Church

**Name of leader with responsibility:** Rev Beverly Watson

**Date of first risk assessment:** 24<sup>th</sup> February 2025

**Time/frequency:** various

**Date to be reviewed:** 24<sup>th</sup> February 2026

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
<b>Entire Building and Surrounds</b>						
For Faults and Repairs please email the Office Administrator (allsaintschurchgfd@gmail.com)						
Slips, trips and falls caused by uneven surface of car park	Slips, trips and falls caused by uneven surface of car park	Car park surface currently in excellent condition and will be maintained to be as even as possible. Users to report any problems with the car park surface to the churchwardens.  Flood lighting will come on automatically in the car park when you walk near the front entrance to the hall, to report please email the Office Administrator (allsaintschurchgfd@gmail.com)		Church Wardens  Premises Vision Group Chair		
Rainy weather, wet surfaces	Slips, trips and falls caused by wet surfaces	Hall users to clear up spillages immediately and to use correctly labelled mops from the cupboard in the		All users		

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		<p>foyer, or paper towels in kitchen, and safely remove debris.</p> <p>Mats at entrances to stay in place to stop rainwater being carried in. Hall users to ensure mats stay flat in place.</p>				
Miscellaneous debris left in the car park	Slips, trips and falls caused by physical damage and corresponding debris	ANY accidents to be reported to the church via the accident reporting book stored in the First Aid cupboard in the kitchen by the cooker		<b>All users</b>		
Vehicle movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	<p>For large events, hall users to ensure parking is controlled by Marshalls wearing hi-viz vests</p> <p>Car park well lit, if not report to Office Administrator (allsaintschurchgfd@gmail.com)</p> <p>Hall users are to warn people (especially those with children) to be aware of cars in the car park.</p>		<p><b>Leaders of activity</b></p> <p><b>Premises Vision Group Chair</b></p> <p><b>Leader of activity</b></p>		

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		Hall users to park within designated lines				
Unsafe electrical equipment	Electric shocks or burns from faulty equipment or installation	<p>Portable equipment owned by the church will be regularly PAT tested.</p> <p>Hall users are responsible for any of their own equipment used on site.</p> <p>Hall users to know where the fuse box is and how to switch off supply in an emergency (in the cupboard in the foyer).</p> <p>Hall users must check portable electrical equipment for visual signs of damage before use and are reminded that any unsafe equipment should reported to the Office Administrator (allsaintschurchgfd@gmail.com)</p>		<p><b>Premises Vision Group Chair</b></p> <p><b>Activity leader</b></p> <p><b>Activity leader</b></p>		

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Fire	If trapped, risk of fatal injuries from smoke inhalation/burns	<p>Fire extinguishers will be checked according to regulations annually by the church.</p> <p>Hall users must keep the fire exits clear during any event and know how to get out safely from the building.</p> <p>Hall users to then call emergency services from their own mobile phone, or from a nearby house, keep all people clear of the car park entrance so there is access for emergency vehicles and to check that everyone is out of the building.</p> <p>Hall users to evacuate to the church field.</p> <p>Church Warden or Bookings Secretary to be informed of incident. Phone numbers on the notice board behind</p>		<p><b>Premises Vision Group Chair</b></p> <p><b>Activity leader</b></p> <p><b>Activity leader</b></p> <p><b>Activity leader</b></p> <p><b>Activity leader</b></p>		

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		glass visible from outside to left of front door.				
<b>Main Hall</b>						
<b>Stacking chairs</b> Adult chairs	Chairs falling off rack	Hall users to ensure chairs are stacked correctly on the racks.		<b>All users</b>		
	Collisions with rack protrusions	All users to be aware of the sticking out portions.		<b>All users</b>		
	Collisions or wheeling over feet while moving rack	If moving the racks, hall users to use several people to control the racks.		<b>All users</b>		
	Children's chairs	Falling stack of chairs	Stack no more than 8 High.  Stack of chairs to face the wall	<b>All users</b>  <b>All users</b>		
<b>Tables</b>	Risk of tables falling on people while carrying	Two people to carry large tables.		<b>All users</b>		

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	Risk of catching fingers while opening or closing	Hall users to make sure people are strong enough to open/close tables.		<b>All users</b>		
<b>Piano</b>	Injury from moving the piano	Do not move the piano without permission from the Bookings Secretary.		<b>All users</b>		
	Injury from colliding with piano	Hall users to ensure children are supervised during running around activities.		<b>All users</b>		
<b>Laptop/projector/trolley/extension leads</b>	Tripping on trailing lead.	Hall users are to ensure electrical leads are out of the way of children and covered with cable protector found in cleaning cupboard in foyer.		<b>All users</b>		
	Electrocution	Hall users to visually check laptop/projector and do not use if faulty.		<b>All users</b>		
<b>Windows</b>	Opening or closing windows	Always use small steps found inside cupboard next to left hand toilets if unable to reach		<b>All users</b>		

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<b>Hall Foyer</b>						
<b>Notice board</b>	Minor injury from treading on pins	Hall users who use the pinboard must ensure large enough pins are used so notices stay in the board		<b>All users</b>		
<b>Fire extinguishers</b>	Accidental use leading to risk to eyes	Hall users to supervise children properly so they don't play with the fire extinguishers.		<b>All users</b>		
<b>Cupboards</b>	Falling items	Hall user groups to keep items safely stored in cupboards so items cannot fall out		<b>All users</b>		
<b>Cleaning cupboard</b>	Accessible – poison	Ensure doors kept closed and bolted. Cleaning materials stored on High shelves.		<b>All users</b>		
<b>Radiators</b>	Burns	Cover to be kept on at all times and nothing to be poked into the radiator holes.		<b>All users</b>		

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		Cover to remain unobstructed for ventilation.		All users		
<b>Storage Box</b>	Trapped fingers in lid	All users to be aware		All users		
<b>Hall Toilets</b>						
<b>Rubbish bins</b>	Falling bins/unsuitable rubbish	Hall users to ensure bins have proper lids and rubbish sacks are properly put in the bins.  Hall users to ensure any dirty nappies are put in the outside bins only.		All users  All users		
<b>Radiators</b>	Burns	Users to keep children/adults clear.		All users		
<b>Hall Kitchen</b>						
<b>Boiler</b>	Fire/gas escape	Church to ensure hall users know where to turn off the gas supply in the event of an emergency – in marked cupboard in the meeting room adjacent to the gents' toilets.		Activity leader		



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		<p>Activity leader must evacuate the building.</p> <p>Activity leader to report immediately any smell of gas to the emergency contact on the list and to call 0800 111 999 to report if gas is leaking.</p>		<p><b>Activity leader</b></p> <p><b>Activity leader</b></p>		
<b>Cooker</b>	Burns/electrocution/fire	Hall users must turn off the cooker at the wall after use and do not leave tea towels lying on top of the cooker.		<b>All users</b>		
<b>Microwave</b>	Burns/radiation	Hall users to visually check microwave before use		<b>All users</b>		
<b>Electric heater above door</b>	Burns/falling heater/fire	Hall users to ensure heater is turned off after use and to visually check for damage before use		<b>All users</b>		
<b>Urn/kettles/coffee maker</b>	Risk of electrocution/scalding	Hall users to visually check urns/kettles/coffee maker before use and to report any damage to the Office Administrator (allsaintschurchgfd@gmail.com)		<b>All users</b>		

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	Damage to wall cupboards	Hall users to take care near hot urn/kettle/coffee maker.  Hall users to make sure urn is not continuously boiling, so as not to damage the cupboards and is positioned away from the cupboards if possible.		All users  All users		
<b>Flood</b>	Damage caused by a flood	Hall users to be aware that the water stop cock is situated in the Sunday School/Children's cupboard located in the meeting room adjacent to the left hand toilets. It is behind the bottom shelf just inside the door.		All users		
<b>Fridge</b>	Contamination of food	Hall users are not to leave leftover food or drink in the fridge		All users		
<b>Knives</b>	Cuts	Hall users to be careful using any sharp knives in the kitchen.  ANY accidents to be reported to the church via the accident reporting book		All users  All users		

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		stored in the First Aid cupboard in the kitchen by the cooker.				
<b>Preparing hot food</b>	Burns/scalds when cooking or carrying food  Food poisoning	Care to be taken cooking with the oven to avoid too many people in the kitchen.  Oven gloves to be used to move hot food.  Check floor to ensure it is not wet before carrying hot food into the hall. If possible serve near to the kitchen to avoid carrying the food far.  Food to be cooked thoroughly and heated to kill germs.  Food Hygiene standards to be followed at all times, including advertising allergens in food.		<b>All users</b>  <b>All users</b>  <b>All users</b>  <b>All users</b>  <b>All users</b>		

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<b>Serving alcohol</b>	People drinking too much	Care to be taken to not serve too much alcohol and servers to be aware of those drinking. If it is being sold a licence must be obtained from Guildford Borough Council.		<b>Activity leader</b>		
	Underage drinking	No alcohol to be sold to under 18s under any circumstances.		<b>Activity leader</b>		
<b>Risks to Fabric</b>						
<b>Security</b>	Theft	Hall users to ensure that all windows and doors are shut and fire exit to be checked that it is shut before leaving the building.		<b>Activity leader</b>		
		Hall users to lock main exit door on leaving.		<b>Activity leader</b>		
		No extra keys to be cut by hall users.		<b>Activity leader</b>		
		No valuables or cash to be left in cupboards used by regular hall users		<b>Activity leader</b>		

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<b>Heaters</b>	Damage from items being put down the heater or from people sitting on them	Hall users to ensure children are supervised so they don't put things down the heaters or sit on them at all		<b>All users</b>		
<b>Projector Screen</b>	Damage to screen from being pulled incorrectly	Only adults to pull down or put up projector screen		<b>All users</b>		
<b>Ceiling tiles/lights</b>	Damage from things being thrown and hitting the ceiling.	Hall users are to ensure that there are NO ball games in the hall, apart from table tennis and nothing to be thrown up towards the ceiling.		<b>All users</b>		
<b>Laptop/projector/trolley/extension leads</b>	Damage to equipment from falling onto ground Person tripping on trailing lead.	Hall users to ensure electrical leads are out of the way of children and use cable protector		<b>All users</b>		
<b>Failure to protect children and vulnerable adults</b>	Physical/mental/sexual abuse	Church volunteers to ensure safeguarding policy is read and adhered to. At least 2 adults to be present in any room for any activity involving children and/or vulnerable adults. Adult/child ratios to be maintained.		<b>Activity leader</b>		

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		All Hall users to ensure they take appropriate safeguarding measures eg Guides to follow Girl Guiding UK safeguarding		<b>Activity leader</b>		
<b>Walls</b>	Damage to paint work from blutac or sellotape	No blutac or sellotape to be used on walls		<b>Activity leader</b>		
<b>Outside sheds</b>						
Injury when putting in or taking equipment from one of the sheds	Damage to person from equipment from falling down.  Injury whilst moving large items	Contents to be packed with care  Two people or more to carry large items at all times  No children under the age of 18 to be allowed in the sheds.		<b>All users</b>  <b>All users</b>  <b>All users</b>		
<b>The Field</b>						
Becoming injured whilst walking or playing in the field.	Risk of slips, trips, being stung by nettles, falling out of trees.	All users to take care while on the field, the ground is uneven and when wet the grass can be very slippery.		<b>All users</b>		

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Risk of falling bricks and masonry	Risk of falling bricks and masonry from the area behind the Chapel and Library which is damaged by subsidence	<p>All users of the field to be aware that many dog walkers use this field, so look out for excrement</p> <p>The external steps around the hall are steep and care should be taken on them</p> <p>All children should be supervised and never left without an adult in attendance</p> <p>The field is not secure and has many entrances and paths leading to it. Care to be taken at all times.</p> <p>No one to access the area by the Remembrance Garden that is cordoned off and marked as No Access</p>		<p><b>All users</b></p> <p><b>All users</b></p> <p><b>All users</b></p> <p><b>All users</b></p> <p><b>All users</b></p>		

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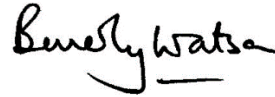
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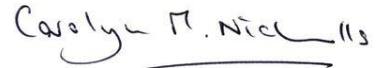
**Date to be reviewed:** 24<sup>th</sup> February 2026

**Risk assessment approved by:** Beverly Watson, Incumbent



**Date of approval:** 24.2.25

**Risk assessment approved by:** Carolyn Nicholls Church Warden



**Date of approval:** 25.2.25