

Cats Lane Baptist Church - Astronuts Group

Risk Assessment Tick Sheet to be completed by the Facilitator or person chairing the group.

Note 1: The assessment may only need to be completed once at a regular venue if there are no changes to the premises.

Note 2: Facilitator or person chairing the group must ensure that the group members or visitors are aware of the contents of the assessment.

Note 3: The primary responsibility for an external venue lies with the venue owner/landlord who has the 'Duty of Care' for persons using the facility.

This is an 'aide memoir' only.

Ensure everyone is aware of the fire procedures.

- Fire exits**
- Fire alarm sound type**
- Fire assembly points**

Ensure the attendance log is completed for each meeting

Ensure everyone aware of the location any potential hazards.

- Trip**
- Sharps**
- Electrical**
- Traffic** **Car Park only**

Times/places of reduced visibility See Notes

Other See Notes

Does everyone know where the 'amenities' are?

Note: Use the NOTES sheet for recording additional information relating to any of the specific hazards identified above.

Facilitator Signature:.....

Additional Hazard Information Notes:

Fire exits ...

Fire exits are well identified but the main exit by the main front door does not have a 'Push to Exit' facility. In normal use of the meeting room this door is kept locked to prevent unauthorized access. In the event of a fire, it requires a key holder to be on hand at all times to unlock this door. Alternatively, a break glass 'Key Safe' could be installed.

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Fire alarm sound Type

Break glass points and audible sounders, no visual warning lights. Sight and Hearing impaired users of the premises will require to have a 'Buddy' allocated to them or a group if more than one person is present.

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Fire assembly points

Front Main Entrance: The area in front of the Church.

Rear Exit to the car park: Exit the car park and assemble in the area in front of the Church.

Facilitator/Group Leader to check log in register to ensure all attendees are present.

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Trip

Any cables run out for use at the meeting are to be laid out unobtrusively as possible and out of any main walkway area. The presence of these potential trip hazards is to be brought to the attention of group members by the Facilitator or Group Leader.

A stairway is a short distance from the meeting room, including a chair lift leading to the main corridor. This can be a potential fall risk and should be negotiated with care. Use of the chair lift is to be under supervision.

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Sharps

Under normal circumstances, sharps will not be present. If any are found they are to be left in situ and the necessary Church Supervisor informed.

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Electrical

All electrical equipment used by the Astronuts Group is to have been examined and checked by a competent person and suitably labelled. Any equipment used is to be safely positioned so as not to create a hazard to members.

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Traffic

Car Park: Park vehicles safely in the car park and be aware of pedestrians. If necessary, request assistance when parking or reversing.

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Times/places of reduced visibility

The Astronuts usual time of meeting is in the mornings so generally visibility is good. Visually impaired members may possibly require the assistance of their ‘Buddy’ when making their way to the meeting.

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Other:

Only authorized person or those under supervision are to use the kitchen area to prepare refreshments.

Facilitator Signature:.....