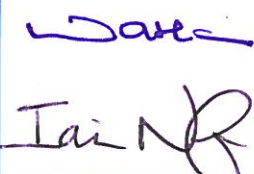


Record of health & safety risk assessment

Building Use and Address	Culduthel Christian Centre		
	Culduthel Avenue		
	Inverness		
Postcode	IV2 6AS		
Name of person (s) with health & safety responsibilities	William Hamilton / Iain Nicol		
Name and contact details of Assessor	William Hamilton / Iain Nicol		
	Culduthel Christian Centre		
	Culduthel Avenue		
	Inverness		
Assessor signature		Date of assessment	21/10/09

STEP 1 Identify risks

Consider the following hazards:

1. Electrics
2. Gas Appliances
3. Hazardous Substances
4. Chemicals
5. Storage
6. Food hygiene
7. Computer Equipment
8. Lone Working
9. Fire – Considered under Fire Risk Assessment and not considered here.

Being in a public building with access for unsupervised public use, there may be an increased level of risk due to lack of knowledge associated with the hazards above. Extra safety measures may be required.

A First Aid box is accessible at all times, and is regularly checked.

Weekly, monthly and annual checks are made of the buildings, car parks, grounds to check for any change in circumstances, deterioration of equipment etc.



STEP 2								
What are the hazards	Who might be harmed and how?	What are we already doing?	Risks Identified	Existing Risk High / Medium / Low	Further Action required?	Date for Review	Action by	Completed
Electrics	Public and staff through electric shocks		No PAT Testing Carried out No Annual Maintenance Carried out	High	Annual checks to be undertaken as a matter of urgency. Quotations have been obtained, and works will be instructed within the next 2 weeks.	30/10/09	JC	
			Trailing leads	Low	All areas to be checked for trailing, leads and these are to be made safe, with additional fixed sockets provided in the correct locations if required, or covers to be placed on the trailing leads.	30/10/09	IN	
Gas Appliances	Public and Staff through gas inhalation or creating a fire hazard	Any member of the public planning to use the cooker is given verbal instructions. Written Instructions are available in the kitchen at all times. The Emergency shut off valve is clearly identified to all users.	Gas cooker not being checked	High	Gas Cooker checked annually by a CORGI registered person. Quotations have been obtained, and works will be instructed within the next 2 weeks.	30/10/09	JC	
Hazardous Substances	Public and staff through	Staff using the substances ensure they are controlled but it is the responsibility of the users to ensure that they and any accompanying children do not interfere with them.	Hazardous cleaning substances are not always locked up when not in use.	Low	Ensure that the cleaners cupboard, and other areas where substances are stored are locked away.	30/10/09	IN	
			Disabled Toilet, cleaning equipment etc is in an unlocked cupboard.	Medium	Lock to be fitted to door of cupboard, or cleaning materials to be removed to cleaners store	30/10/09	IN	
Chemicals	Public and staff through	n/a	n/a					
Storage	Public and staff through		Knives are being left out in the kitchen area which is unlocked.	Medium	Knives to be locked away at the end of each shift.			
			Flammable oil and papers are stored directly above the gas cookers	High	Oil and papers to be removed ASAP	30/10/09	WH	

STEP 2								
What are the hazards	Who might be harmed and how?	What are we already doing?	Risks Identified	Existing Risk High / Medium / Low	Further Action required?	Date for Review	Action by	Completed
Storage		Storage cupboards are checked regularly by staff to ensure equipment is stored safely. Equipment is provided to assist with the moving of stacked chairs.	All users are requested to store and stack chairs and tables in a safe manner.	Low	Nil			
Food hygiene	Public and staff from inappropriately prepared food	A number of those involved in the Coffee shop have the Elementary Food Hygiene Certificate. For public functions run by CCC, generally someone with a food hygiene certificate oversees the preparation of food within the kitchen.	There are a number of people who would benefit from this training who do not currently have the Elementary Food Hygiene Certificate.	Medium	Elementary Food Hygiene Certificate course for CCC members and adherents has been scheduled for early November 2009. Ensure all users who are running a public event and are using the facilities have someone with a food hygiene certificate.	30/11/09	WH	
Computer Equipment	Public and staff through eye strain or injury	Computers are provided and setup according to manufacturer's Instructions. Appropriate seating is provided.	Nil	Low	Nil			
Lone Working	Staff working alone in building with open public access	Staff made aware to ask anybody acting inappropriately to leave or leave themselves and contact Police External Door is generally locked when people are working in the building alone.	Nil	Low	Nil			
Fire	Public and Staff through burns and smoke inhalation	Fire Alarms, smoke alarms, heat detectors, fire fighting equipment, fire exits and signs are checked appropriately at regular intervals. Users are made fully aware of their responsibilities in the event of a fire.	Existing Users attention has been drawn to the risks, but this requires to be followed up as a number have not attended the training events.	Low	All existing Users are to be written to with the various Policies and requested to sign and return the Policies. This is to be completed before the end of November 2009. Those users groups who did not attend the training event, are to be written to, and given a further opportunity to attend.	30/10/09	WH	



STEP 2								
What are the hazards	Who might be harmed and how?	What are we already doing?	Risks Identified	Existing Risk High / Medium / Low	Further Action required?	Date for Review	Action by	Completed
			No Fire Alarm is provided to Church House	High	A Contract has been placed for a Fire Alarm Installation, that will be connected to the existing BT Redcare system The works are due to be carried out in the next few weeks.	30/10/09	WH	
Safety	Public and Staff through accidents with vehicles	Floodlighting to rear car park area does not cover the full area	Poor floodlighting to rear car park area	Medium	Consider enhancing the floodlighting	30/12/09	IN	