



**SEPTEMBER 2025**

**COACH HOUSE CHURCH**

# **RISK ASSESSMENT**

Name: Coach House Church

Assessment carried out by: Rebekah Baker

Date of next review: 24/09/26

Date assessment was carried out: 24/09/25

| Area of the hazard | What are the hazards?                  | Area of focus              | Who might be harmed and how?                              | What are you already doing to control the risks?                                  | What further action do you need to take to control the risks? | Done |
|--------------------|----------------------------------------|----------------------------|-----------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------|------|
| Illness            | Food poisoning                         | Kitchen                    | Everyone eating, food not prepared well                   | Kitchen volunteers check food is properly heated and cooked                       | Nothing                                                       |      |
|                    | Food allergies                         | Kitchen                    | People with food allergies, ingesting food with allergens | Allergens put on labels by food when served                                       | Nothing                                                       |      |
|                    | Unclean surfaces                       | Kitchen but also elsewhere | Anyone eating                                             | Kitchen policy                                                                    | Nothing                                                       |      |
|                    |                                        |                            |                                                           | Regular cleaning undertaken to ensure cleanliness is maintained                   |                                                               |      |
|                    | Inappropriate use of cleaning material | Cleaning                   | Anyone with access to cleaning materials                  | Only allow those that are authorised to clean allowed into the cleaning cupboard. | Nothing                                                       |      |
|                    |                                        |                            |                                                           | Cleaning materials kept in a locked cupboard                                      |                                                               |      |
| Injury             | Trapped fingers                        | Doors/ hatches             | Anyone near doors and hatches                             | Not allow children unsupervised in the kitchen                                    | Nothing                                                       |      |
|                    |                                        |                            |                                                           | Doors hooked or wedged open or door stops attached to doors used.                 |                                                               |      |
|                    | Hitting head                           | Cellar                     | Anyone tall walking into the cellar                       | Sign up to remind tall people to duck.                                            | Nothing                                                       |      |
|                    | Kitchen injury                         | Burns                      | Anyone using the oven or in the kitchen                   | Only allow people that are competent to use the oven. Kitchen policy.             | Nothing                                                       |      |
|                    |                                        |                            |                                                           | Not allow children unaccompanied in the kitchen                                   |                                                               |      |

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|                    |                       | Knife injury                 | Anyone cutting or using the kitchen                                           | Only allow people that are competent to use knives. Kitchen policy.              | Nothing                                                       |      |
|                    |                       |                              |                                                                               | Not allow children unsupervised in the kitchen.                                  |                                                               |      |
|                    |                       | Scalds                       | Anyone distributing hot water or using the kitchen. Those drinking hot drinks | Only allow people that are competent to use hot water dispenser. Kitchen policy. | Nothing                                                       |      |
|                    |                       |                              |                                                                               | Not allow children unsupervised in the kitchen.                                  |                                                               |      |
|                    |                       |                              |                                                                               | Ensure responsible adults in charge of hot drink distribution                    |                                                               |      |
|                    |                       |                              |                                                                               | Only fill containers with hot water rather than individual cups                  |                                                               |      |
|                    |                       | Broken crockery or equipment | Those using it                                                                | Kitchen policy states this needs flagging                                        | Nothing                                                       |      |
|                    |                       |                              |                                                                               | Equipment will then be replaced promptly.                                        |                                                               |      |
|                    | <b>Lifting</b>        | Wherever equipment is moved. | Anyone lifting incorrectly                                                    | We have a manual handling policy read by all who help set up                     | Nothing                                                       |      |

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|                    | <b>Use of garage</b>   | Use of tools                                                   | Anyone using tools                        | Tools and gardening policy                          | Nothing                                                       |      |
|                    |                        | Use of lawn mower                                              | Anyone using mower                        | Tools and gardening policy                          | Nothing                                                       |      |
|                    |                        | Poorly maintained tools or mower                               | Anyone using tools or mower               | Tools and gardening policy says this needs flagging | Nothing                                                       |      |
|                    |                        |                                                                |                                           | Once flagged, tools are promptly replaced.          |                                                               |      |
| <b>Trips</b>       | <b>Trailing cables</b> | Everywhere                                                     | Everyone. Visually impaired particularly. | All permanent cables put in trunking.               | Nothing                                                       |      |
|                    |                        |                                                                |                                           | Cleaning performed by team.                         |                                                               |      |
|                    |                        |                                                                |                                           | Cables on stage away from walking areas.            |                                                               |      |
|                    | <b>Worn carpet</b>     | Where carpets are (hub, upstairs, minimal in sanctuary, stage) | Everyone. Visually impaired particularly. | Checking carpets regularly                          | Nothing                                                       |      |
|                    | <b>Steps</b>           | Outside sanctuary                                              | Everyone. Old or disabled particularly.   | Handrails.                                          | Nothing                                                       |      |
|                    |                        |                                                                |                                           | Check steps regularly                               |                                                               |      |
|                    |                        |                                                                |                                           | Ramp for wheelchair users                           |                                                               |      |
|                    | <b>Poor lighting</b>   | Everywhere                                                     | Everyone. Visually impaired particularly. | Lighting recently replaced.                         | Nothing                                                       |      |
|                    |                        |                                                                |                                           | Lighting regularly checked                          |                                                               |      |

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| <b>Slips</b>       | <b>Wet floor</b>                         | Cleaning                | Anyone who may be in the building   | Wet floor sign used                                                   | Nothing                                                       |      |
|                    |                                          |                         |                                     | Cleaning performed when few people are in the building                |                                                               |      |
|                    |                                          | Spills                  | Anyone around when a spill occurs   | Wet floor sign used                                                   | Nothing                                                       |      |
|                    |                                          |                         |                                     | Spills cleaned up asap                                                |                                                               |      |
|                    |                                          | Walked in water         | Anyone in the church on a wet day   | People walk through matted entrance hall                              | Nothing                                                       |      |
|                    |                                          | Water from leaking roof | Anyone in the building              | Roof and gutters regularly checked                                    | Nothing                                                       |      |
|                    |                                          |                         |                                     |                                                                       |                                                               |      |
| <b>Falls</b>       | <b>Fall when changing lightbulb</b>      | Maintenance             | Anyone changing bulbs               | Anyone working at height reads working at height policy               | Nothing                                                       |      |
|                    | <b>Falls when going above ceiling</b>    | Maintenance             | Anyone working on the building      | Anyone working at height reads working at height policy               | Nothing                                                       |      |
|                    | <b>Falls when putting up banners etc</b> | Decoration              | Anyone decorating                   | Anyone working at height reads working at height policy               | Nothing                                                       |      |
|                    | <b>Damaged ladders</b>                   | Equipment               | Anyone using ladders                | Part of the working at height policy                                  | Nothing                                                       |      |
| <b>Fire</b>        | <b>Blocked escape routes</b>             | Maintenance             | Anyone in the building              | Escape routes regularly checked                                       | Nothing                                                       |      |
|                    | <b>Disabled or old escaping fire</b>     | Access                  | Anyone that struggles with mobility | Ensure disabled access is clear                                       | Nothing                                                       |      |
|                    |                                          |                         |                                     | Fire Warden in fire evacuation policy to look after anyone struggling |                                                               |      |

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|                    | <b>Gas canisters</b>                                                 | Garage          | Anyone using the garage            | Kept outside in a locked garage in a well-ventilated area                                           | Nothing                                                       |      |
|                    | <b>Portable heaters</b>                                              | Hub             | Anyone through fire                | Radiator has safety features built in to ensure that it cannot cause a fire                         | Nothing                                                       |      |
|                    |                                                                      |                 |                                    | Only used in the middle of a well ventilated area, not near fabrics                                 |                                                               |      |
|                    | <b>In the event of a fire</b>                                        | Church building | Anyone through fire                | Fire Policy and Fire Evacuation Policy                                                              | Nothing                                                       |      |
| <b>Electric</b>    | <b>Faulty or damaged wiring</b>                                      | Maintenance     | Anyone in church                   | Electrician checked wiring when last adjusted                                                       | Nothing                                                       |      |
|                    | <b>Faulty, damaged or unauthorised portable electrical equipment</b> | Outside use     | Anyone through fire                | Any outside parties are made aware that they're responsible for making sure their equipment is safe | Nothing                                                       |      |
|                    | <b>Faulty or damaged extension cables or equipment</b>               | Maintenance     | Anyone through fire                | Equipment is PAT tested regularly                                                                   | Nothing                                                       |      |
| <b>Gas</b>         | <b>Defective or poorly maintained boilers or pipework</b>            | Maintenance     | Anyone through gas risk.           | Annual gas inspection                                                                               | Nothing                                                       |      |
| <b>Trees</b>       | <b>Protruding tree roots</b>                                         | Outside         | Anyone through trips or subsidence | Roots checked regularly                                                                             | Nothing                                                       |      |

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|                    | <b>Damaged trees</b>     | Outside       | Anyone through falling parts of trees | Trees regularly cut back and maintained<br>Trees regularly checked | Nothing                                                       |      |
| <b>Car park</b>    | <b>Entrance and Exit</b> | Outside       | Anyone in car                         | Sign to direct traffic                                             | Nothing                                                       |      |
|                    | <b>Lighting</b>          | Outside       | Anyone in car park in dark            | Outdoor lighting outside building<br>Lighting regularly checked    | Nothing                                                       |      |
|                    | <b>Potholes</b>          | Outside       | Anyone in a car                       | Car park regularly checked                                         | Nothing                                                       |      |