



Frimley Baptist Church risk assessment form

To be used in conjunction with Health Safety Executive guidance at: <http://www.hse.gov.uk/simple-health-safety/risk/>

Activity/ies:	Putting out chairs for services	Location:	Main hall and lounge
Written by:	Colin Mapperley	Date:	21/02/2024
Reviewed By	Trustees	Date:	05/03/2024

What are the hazards? See Note 1	Who might be harmed and how? See Note 2	What are you doing already? See Note 3	Is the risk adequately controlled? Y/N	What further action is required. <i>Be specific</i> See Notes 3&4	Action by who?	Action by when?	Completed
Manual handling moving chairs to and from trolley storage racks.	Volunteers on chair rota.	Instructions fixed to chair storage trolley. Instructions in storage room. Training given to volunteers.	Yes	Trolley instructions damaged or fallen off need replacing	CM	31/03/24	
Lone working volunteers could be in building on their own when setting out chairs	Volunteers on chair rota.	Volunteers told to lock themselves in once inside the building. To ensure someone knows where they are. To carry a mobile phone	Yes	Reminder of control measures to be sent out on chair rota	CM	31/03/24	

Notes

1. Examples include: slips, trips and falls; heavy fire doors; faulty/broken equipment; items stored at height; fire; vehicle movement; lone working; lifting heavy awkward items.
2. Examples include: volunteers; people with disabilities; elderly people; young children and babies; pregnant women; casual unsupervised visitor.
3. Signage; information; training; procedures; protective equipment/clothing; monitoring by church members or volunteers; regular inspection of electrical equipment by qualified personnel; fire risk assessment
4. Location of first aid box, information on AED located on external wall of the church