



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? | Who might be harmed and how? | What are you doing already? | Is the risk adequately controlled? Y/N | What further action is required. <i>Be specific</i> | Action by who? | Action by when? | Completed |
|---|------------------------------|--|---|---|----------------|-----------------|-----------|
| See Note 1 | See Note 2 | See Note 3 | | See Notes 3&4 | | | |
| 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 | |

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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