

## RISK ASSESSMENT MARKET RASEN NEW LIFE CHURCH CENTRE

<b>USE OF PREMISES BY HIRERS</b>	<b>Responsible Person/s:</b> New Life staff & Hirer	<b>Which room/s will be used?</b> As specified on Booking form
<b>Date of Risk Assessment:</b> June 2025	<b>Review date agreed:</b> Every 6 months	<b>Number of attendees:</b> As specified on Booking Form and within specific room capacity re Fire Regulations

Hazard AREA/Risk description	Who might be harmed?	What are you already doing to control risks?	Further actions needed to manage risk	Action by whom?	Action by when?	Done (Tick)
<b>CAR PARK</b> Accidents  Lack of access for emergency services	Attendees	Ensure both gateways are opened & clear of vehicles  Max 5mph signage in place  Supervision of arrivals/departures for children  2 disabled car parking spaces indicated next to entrance doors  Fire assembly point kept clear and hirers aware of location  Dark evenings front porch lights on throughout booking. Motion sensor lighting for overspill parking at rear of building  Snow/ice – safety measures can be put in place ( salt available) but consider safe road travel first	Regular visual checks especially regarding orderly car parking and car movements  Improved and lowered threshold height installed (2023) on front doors.  Long term re-surfacing and white lining planned  Consider whether to go ahead or cancel booking	MRNLC & Hirer	Every booking	
<b>ROOM/S USED &amp; ENTRANCE HALL</b> Slips, trips and falls	Attendees	Any cleaning operations in progress in other parts of the building to be clearly indicated by signage ( especially toilets/kitchen/wet floors)  Extra matting at entrance ways to have non-slip backing  Good lighting maintained in areas used  No trailing electrical leads/cables  Spillages to be dealt with swiftly  First Aid kits are available in all rooms	Visual checks	MRNLC & Hirer	Every booking	

<b>FIRE &amp; chemical hazards</b>	Attendees	<p>Ensure Fire exits are kept clear at all times and signed</p> <p>Fire extinguishers checked annually by Lindum Fire Services</p> <p>Fire Alarm &amp; Emergency Lighting system checked every 6 months by Lindum Fire services (March &amp; October)</p> <p>Hirers aware of Fire assembly point ( front of car park on right) and postcode and address of Church Centre LN8 3AR</p> <p>Avoiding any accumulations of combustible/flammable materials in the Centre.</p> <p>Electrical wiring &amp; equipment checked &amp; inspected by electrician Extension leads to have thermal cut out Use of sockets with RCD fitted</p> <p>Hirers using portable electrical equipment to be PAT tested.</p> <p>Very limited use of candles with prior permission. LED candles recommended.</p>	<p>Visual checks</p> <p>Cleaning materials &amp; other hazardous chemicals kept in locked room &amp; stored safely (COSHH)</p> <p>Extensions leads to be fully unwound when in use</p>	<p>MRNLC &amp; Hirer</p> <p>MRNLC (March)</p> <p>(March &amp; Oct)</p> <p>MRNLC</p> <p>MRNLC &amp; Hirer</p> <p>Hirer</p>	Every booking	
<b>ROOM TEMPERATURE Lack of heating or too hot or lack of ventilation</b>	Attendees	<p>Rooms to be heated in advance of hirers arrival Separate controls for each room installed Feb 2025</p> <p>Air conditioning installed Feb 2025 All rooms have opening windows</p> <p>Alternative heating arrangements may be made if any technical problems with heating</p>	<p>Alternative heating/cooling arrangements may be made if any technical problems with heating/air con</p>	MRNLC	<p>Annually</p> <p>As and when needed</p>	
<b>ENTRY TO BUILDING BY ENQUIRERS or UNAUTHORISED PERSONS</b>	Attendees	<p>Key hirer to handle appropriately and contact duty member of MRNLC if necessary ( phone numbers to be made available if not on site)</p> <p>CCTV coverage in place at entrances and key outside locations</p>		<p>Hirer</p> <p>MRNLC</p>	Local availability of MRNLC person ensured for all bookings	

<b>HYGIENE</b>	Attendees	<p>Toilets cleaned and supplies checked regularly.</p> <p>Soap/sanitiser available in key locations</p> <p>Adequate ventilation maintained recommended – all windows have openers. Air con installed.</p> <p>Surfaces , eg tables etc , regularly cleaned</p> <p>All food waste in room bins to be discarded to outdoor bins on same day ( at back of building)</p>	<p>Inform MRNLC of any deficiencies</p> <p>Extra fans can be available if needed upstairs or downstairs</p> <p>Kitchen outside door unlocked when in use for cooking.</p>	MRNLC  (Hirers)		
<b>MOVING &amp; STORING FURNITURE</b>	Attendees	<p>2 chair trolleys available</p> <p>Chairs to be stored in stacks of no more than 7</p> <p>Tables to be folded and stacked safely</p>		MRNLC & Hirer		
<b>SAFEGUARDING</b>	Attendees	<p>For Groups working with children or vulnerable adult key workers to be DBS checks and MRNLC to check Safeguarding Policy is in place</p>		Hirer		
<b>USE OF OUTDOOR SPACE ( including lawn at back)</b>	Attendees	<p>NB trip hazard ( tree roots) on left hand corner needs indicating ( hazard bollards available)</p> <p>Restrict car access and carefully supervise children stay in specified area( bollards available for temporary barrier)</p> <p>Use of equipment outside eg BBQ to be discussed and agreed with MRNLC in a separate risk assessment)</p>		Hirer		
<b>USE OF KITCHEN for food preparation &amp; food handling</b>	Attendees; those consuming food	<p>Kitchen is registered with WLDC &amp; open to inspection</p> <p>Key personnel should have adequate Food Hygiene &amp; Safety knowledge/training</p> <p>Surfaces kept clean and equipment maintained and regularly checked</p> <p>Floor surface checked &amp; regularly cleaned</p> <p>3 separate sinks available (for hand washing; Food prep; pot washing)</p> <p>Clear safety information indicated</p> <p>Paper towels available for hands</p>	<p>Outside caterers for events to have own public liability insurance</p>	MRNLC & Hirers		

		<p>Separate colour coded chopping boards available</p> <p>Thermometers in fridges/freezers (check below -8 and -18 respectively)</p> <p>Food probe thermometer available</p> <p>Careful &amp; controlled storage of food to avoid contamination</p> <p>Use by dates noted</p> <p>Protective clothing available inc aprons</p> <p>Waste bins available &amp; regularly emptied, cleaned &amp; checked.</p> <p>Kitchen First Aid kit available &amp; fire blanket</p> <p>Windows have openers</p> <p>Fly zapper &amp; extractor fan are fitted</p> <p>Appropriate labelling of food (for those with allergies)</p> <p>Cookers, microwaves, kettles, urns, food mixer PAT tested annually</p> <p>Relevant record keeping of kitchen use</p>	<p>Food waste to be disposed of on the same day in outside bins</p> <p>Check Fire exit door from kitchen to outside is unlocked whilst kitchen is in use</p> <p>Fuller risk assessment may be required</p>			
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