

New Milton Evangelical Free Church - RISK ASSESSMENT



Date of assessment: 7th May 2022

Assessor: *John Harman* John Harman

Date verified by Trustees: 8th May 2022

On behalf of the Trustees: *S.C. Woodcraft* Simeon Woodcraft

Address of Premises: 24-26 Whitefield Road, New Milton, BH25 6DF, Hampshire

Type of Risk Assessment: Review of risks following completion of the building extension.

COVID-19

Under Health & Safety legislation we will act reasonably and responsibly for the good of employees, and all those who enter their premises or those they interact with. This includes the ongoing risks associated with Covid-19.

We will continue to encourage safe practices, such as ensuring adequate ventilation and reminding those present to allow others their own personal space. The wearing of face coverings is a personal choice; face coverings will be available for those who have not brought one and want to wear one.

Hand sanitiser will also be available for those who wish to use it and good hygiene will be encouraged.

Those handling food or drink should wash thoroughly and sanitise their hands, so that items are safely prepared and served.

Anyone with Covid-19 or symptoms of Covid-19, are advised not to attend services or meetings.

CHURCH BUILDING RISKS:

Routine statutory checks are carried out at the prescribed frequency on Electrical wiring, PAT testing, Gas safety / boiler servicing and lift servicing.

Fire alarms, smoke detectors, fire extinguishers and emergency lights are also serviced by an approved maintainer at the agreed intervals.

A Fire Safety survey and risk assessment has been completed and tests of alarm call points and emergency lighting are carried out. Fire doors, fire escapes and fire extinguishers are also checked.

A first aid kit is in place in the kitchen, stock is checked and a list of First Aiders displayed.

A list of those with food hygiene certificates is also displayed in the kitchen.

Fire procedures have been updated to include the new accommodation and issued to Elders, Deacons and Group Leaders.

Further actions:

1. Wardens, deacons and group leaders to be trained as required in fire safety procedures including use of evacuation chairs.

SAFETY MEASURES AT THE WHITEFIELD ROAD CHURCH

1. The building extension is complete but some items will be stored temporarily at the back of church and in the PA room.
2. Access to the church is via the new main entrance into the building via the extension. Other entrances and exits are for emergency use only.
3. Children should not play on the Fire Escape or around the shed and cycle store as church jobs continue on that side of the building.
4. Space is limited in the car park and there are currently no markings, so drivers are asked to park elsewhere if they can and to leave space for those with the most urgent need.
5. The parking warden will ensure children are kept safe from cars entering and leaving the car-park.
6. The fire evacuation plan has escape routes from ground and first floors across the car-park to the Fire Assembly Point by the gate in the far corner of the fence.
7. Fire doors should only be propped open using the Dorgard Fire Door Retainers which release the doors automatically in the event of the fire alarm sounding.
8. The neighbour in the downstairs flat at #22 has access to their car in the Almansa House end of the car-park through the gate on the corner of their building. This gate is not to be used by the church.

RISK ASSESSMENT UPDATES

1. Any issues arising which affect the security or safe use of the building will be communicated and the risk assessment and Fire Evacuation Procedures updated as appropriate.