

sank• tuary risk assessment – venue general

Hazard	Actions Taken	Further Action	Responsibility
Violence	<ul style="list-style-type: none"> Supervision by & access to trained staff Adequate staff available to control persons at all times Close contact with the Police Telephone/Radio available at all times People showing signs of violence will not be permitted entrance. No overcrowding will be permitted Staff will be given training in how to recognise building conflict 	<ul style="list-style-type: none"> Volunteers to receive Conflict Management training from the Police 	Mark Berry
Fire	<ul style="list-style-type: none"> Staff familiarised with the buildings fire safety policy & procedure which will be followed at all times Building fire safety policy & procedure followed Alarms & extinguishers checked regularly & all Staff made aware of their location & instructions for use No smoking will be permitted Any naked Flames/Candles in protective glasses (Hurricane Lamps) Toilets checked regularly during the evening All fabric flame proofed 		Mark Berry & staff
Slips & Trips	<ul style="list-style-type: none"> Rugs are firmly secured Clear walkways are provided Adequate lighting is provided Electric Cables covered & secured All spillages to be cleaned immediately 	<ul style="list-style-type: none"> Check availability of gritting salt 	Mark Berry
Electricity	<ul style="list-style-type: none"> Appliances new or PAT tested. All appliances tested annually Staff made aware of hazards & procedures – including location of fuse box & switches Correct fuses & Bulbs used 		
Flooding	<ul style="list-style-type: none"> Toilets checked regularly 		
Hangings (Fire/entanglement)	<ul style="list-style-type: none"> Exits & emergency signs kept clear All materials flame proofed Hangings fixed with Velcro to be quick & easy to detach 		
Signage (Injury due to collapse/fall)	<ul style="list-style-type: none"> Exterior signs (semi-rigid banners) firmly secured (each session) with Nylon Cord to railings A Boards (Timber & foam construction) firmly secured to nearest fixing point Interior signs (semi-rigid) firmly fixed to notice—boards/walls 		
Glass/China	<ul style="list-style-type: none"> Glasses & China will be collected regularly 	<ul style="list-style-type: none"> we will explore whether suitable non-breakable cups are available 	
Needles	<ul style="list-style-type: none"> There is a strict no-drugs policy Toilets checked regularly Assistance will be called if needles are found on the premises All sharps to be placed in a sharps box 		
Entrance/Egress	<ul style="list-style-type: none"> Area will be well lit and potential tripping hazards eliminated where possible Entrances and exits will be signed 		

sanj• tuary risk assessment – kitchen

Hazard	Actions Taken	Further Action	Responsibility
Slips and trips	<ul style="list-style-type: none"> • Work areas kept tidy, goods stored suitably • Kitchen equipment maintained to prevent leaks onto the floor • Equipment faults leading to leaks reported • Drip trays provided • Spillages cleaned up immediately • Good lighting in all areas • No trailing cables or obstructions in walkways • Suitable cleaning materials available 	<ul style="list-style-type: none"> • Suitable footwear to be worn at all times • Good housekeeping maintained • Any damage to flooring repaired 	Person in charge of the kitchen
Manual handling	<ul style="list-style-type: none"> • Commonly used stock and heavy stock stored at waist height • Handling aid provided for heavy and large items • Sink at good height to avoid stooping • Suitable mobile steps provided and staff trained to use safely • Staff trained in how to lift safely 	<ul style="list-style-type: none"> • Team working for movement of large or heavy items 	Person in charge of the kitchen
Contact with steam hot water hot oil and hot surfaces	<ul style="list-style-type: none"> • Staff trained in risk of release of steam • Staff to wear long sleeves • Staff trained in risks of hot oil and procedures for cleaning equipment • Drinks will be a safe temperature 	<ul style="list-style-type: none"> • Display hot water signs at sinks and hot surface signs at the cooker • Pan handles maintained • Staff trained in use of coffee machines 	Person in charge of the kitchen
Knives	<ul style="list-style-type: none"> • Staff trained how to use knives • Knives stored when not in use • First aid kits on site and checked 	<ul style="list-style-type: none"> • Suitable equipment provided for tasks where sharp tools are necessary 	Person in charge of the kitchen
Food handling	<ul style="list-style-type: none"> • Where possible tools rather than hands used to handle food • Appropriate gloves supplied where necessary to use hands • Hands washed at the beginning of every shift and on regular basis thereafter 	<ul style="list-style-type: none"> • Hands to be thoroughly dried • Appropriate hand cream provided • Any skin condition to be reported 	Person in charge of the kitchen
Contact with bleach and other cleaning products	<ul style="list-style-type: none"> • Dishwasher used where appropriate • All containers to be clearly labelled • Long handled mops and brushes and rubber gloves provided and stored in clean place • Contact with bleach – Locked storage and close supervision during use in public areas 	<ul style="list-style-type: none"> • Hands to be thoroughly dried • Appropriate hand cream provided • Any skin condition to be reported 	Person in charge of the kitchen
Gas appliances	<ul style="list-style-type: none"> • Inspection and servicing of equipment on a regular basis by approved engineers • Staff know where isolation switch is and how to turn supply of in an emergency 	<ul style="list-style-type: none"> • Engineers booked in on a regular basis in advance 	Wellington Methodist church centre manager
Dishwasher	<ul style="list-style-type: none"> • Staff trained in all aspects of the dishwasher use 	<ul style="list-style-type: none"> • Equipment checked on regular basis by appropriate engineer 	Wellington Methodist church
Kitchen appliances	<ul style="list-style-type: none"> • All appliances checked on a regular basis as instructed by manufacturers. • All staff trained in use of appliances before use and how to look for faults. • Plugs and socket suitable for indoor kitchen environment 	<ul style="list-style-type: none"> • Operating instructions always kept • In easy accessible place • Staff reminded to switch off from power supply before carrying out maintenance or cleaning 	Person in charge of kitchen
Fire	<ul style="list-style-type: none"> • As per government guidelines 	<ul style="list-style-type: none"> • Staff to be familiarised with the guidelines 	Person in charge of the kitchen

sanj• tuary risk assessment – general

General info	<ul style="list-style-type: none"> • First Aid kits are checked regularly & appointed person on premises at all times • Close contact is kept with the Emergency Services • Colour coded cleaning materials (Cloths, Buckets etc) are used to ensure there is no cross-contamination • Gloves & Aprons are used for all cleaning • Staff to be encouraged to undergo First Aid & Food Hygiene training • All Staff will apply for a Criminal Records Check &/or supervised • “No Drugs/Smoking”, Entrance, Toilets & Fire exit signs visible & maintained • All Staff to read & sign all Health & Safety policy & procedure documents • Kitchen to be kept secure at all times • Staff to be trained in lifting heavy object including bodies. 	Mark Berry Tam Sheen
--------------	--	-------------------------

sanj• tuary risk assessment – coshh

- The management has identified bodily fluids as a substance hazardous to health and therefore all reasonable steps will be taken to ensure that all exposure of staff to substances hazardous to health is prevented or at least controlled to within statutory limits.
- The management undertakes to control exposure by engineering means where reasonably practicable, appropriate Personal Protective Equipment (PPE) will be provided.
- All staff will be provided with comprehensive information and instruction on the nature and likelihood of their exposure to substances hazardous to health.
- The management will carryout a suitable and sufficient risk assessment to ensure that staff are protected against the risks from infection from bodily fluid spillage.
- The management will prevent staff from coming into contact with bodily fluids as much as is practicable and any area containing a hazardous spillage will be isolated immediately.
- The management shall ensure that bodily fluids, as any substance to health are treated in accordance with COSHH regulations.
- Staff must inform the management on coming into contact with any bodily fluids.

1• material – general description	bodily fluids and tissue, human and animal	
2• composition and ingredients	blood, saliva, urine, mucous, faeces, vomit, human and animal tissue	
3• hazards identification	• HIV	human body fluids
	• Hepatitis B	human blood or blood products
	• Leptospirosis	contact with small mammals
	• Avian Chlamydiosis	contact with (infected) birds
	• Brucellosis	contact with (infected) animals or their remains (brucella)
	• Q Fever	contact with animals or their remains
	• Tuberculosis	contact with infected mucous
	• Wiles disease	contact with rat’s urine, infected water
4• route of exposure	<ul style="list-style-type: none"> • the exchange of body fluids • the entry of body fluids through cuts and grazes • breaking the skin by contaminated instruments or needles • contact with human blood or untreated blood products • work in places which are contaminated by small mammals (e.g. Dustbin areas) • contact with animals or birds which enter the building 	
5• exposure and control	<p>all bodily fluids should be regarded as potentially dangerous; infection control measures will include the following.</p> <ul style="list-style-type: none"> • waterproof dressings and/or gloves. • washing hands before and after applying dressings, immediately after contact with blood or other body fluids and after removing gloves. 	

	<ul style="list-style-type: none"> wearing suitable gloves when cleaning up blood or other bodily fluids. do not use teeth when pulling on or off gloves. washing gloves before removal. pulling off gloves so they are inside out avoiding the contaminated side being exposed. immediate safe disposal of gloves. care should be taken when handling sharp objects (e.g. needles) that could be contaminated. 	
6• first aid measures	<p>clean cold water should be used to wash any potentially infected part of the body after contact with blood or other body fluids.</p> <p>if the lips, mouth tongue, eyes, or broken skin is involved, qualified medical advice should be sought.</p>	
7• spillages and accidental release	<p>spillages should be flooded with a 1-10 solution of household bleach and water, suitable gloves should always be used, mopping up should be carried out using disposable towels and/or the correct colour coded equipment.</p> <p>bleach will be kept locked in the cleaning store and mixed in the cleaning sink in the store. undiluted cleaning materials/bleach should not be taken out of the cleaning cupboard at any time!</p> <p>contaminated clothes should be removed and handled with suitable gloves, placed on the sealed container provided, then soaked in cold water before machine washing.</p>	
8• disposal measures	<ul style="list-style-type: none"> all contaminated materials resulting from the cleaning up of spillages, potentially contaminated equipment or needles used personal protective equipment used first aid supplies all the above should be disposed of in suitable sealed containers or bags, in accordance with local and national regulations. 	
9• fire fighting measures	N/A	
10• handling and storage	storage should be in a suitable sealed and secure container and labelled in accordance with local and national regulations	
11• transportation	sharps will be placed in a sharps box for collection and disposal	
12• regulatory information	R39	danger of very serious irreversible effects
	R40	possible risk of irreversible effects
	R46	may cause heritable genetic damage
	R48	danger of serious damage to health by prolonged exposure
	R61	may cause harm to an unborn child
	R63	possible risk of harm to an unborn child
	R64	may cause harm to breast fed babies