

White Waltham Church Risk Assessment - The Tree House

Reviewed by: Julia Hodgson

Review date: 4th March 2025

Next review date: Sept 2025

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Action to be done by whom	Date to do it by	Done
Slips, trips and falls	Staff, volunteers or visitors. Worn, damaged or uneven steps/surfaces/stairs, obstacles, slippery floors etc	<ul style="list-style-type: none"> • Termly routine checks across the site conducted by maintenance committee • Entrances to buildings are well maintained and kept clear. • Lighting to path when dark. • No storage or obstruction in corridors or fire exits • Leads / cables from AV equipment is secured. • Only trained people to work with AV cables • Mats at entrances to reduce rainwater being carried in and making the floor slippery. • Cleaning equipment located in The Tree House cleaning cupboard for immediate rectification. • Wet floor sign available and used. • All cleaning carried out in quiet periods when minimum number of people are around. • Up to date First Aid box in the kitchen. • Accident Book located in the cupboard above the sink in the kitchen. • Accidents and near misses recorded and monitored by LA/BT • Handrail on internal steps 	<ul style="list-style-type: none"> • Checks to be included in Site Committee reports to PCC 	<ul style="list-style-type: none"> • Bob 	<ul style="list-style-type: none"> • PCC Meetings by 11/24, 3/25, 7/25 	<ul style="list-style-type: none"> •
Hazardous substances	Those cleaning (Staff, volunteers or visitors) Skin problems, eye damage from direct contact with cleaning chemicals, breathing problems by inhaling vapours, child ingesting cleaning products	<ul style="list-style-type: none"> • All cleaning is carried out by competent adults who must wear gloves unless allergic to gloves • All cleaning products are kept in locked cleaning cupboard. • Hazardous substances clearly labelled and never transferred to an unmarked container. • Dishwasher tablets are kept in a cupboard with child safety catch on it 				
Working at height Changing lightbulbs, cleaning/decorating	Staff, Volunteers	<ul style="list-style-type: none"> • Ladders to be used when working at height (stored in church building secured to wall outside church toilet) • Ladders are well maintained and should be checked by the user before use. 				

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		<ul style="list-style-type: none"> • Maintenance team aware of the need for a second adult to be present when using a ladder, whether a step ladder or extendable ladder. 				
Food hygiene	<p>Staff, Volunteers and Visitors.</p> <p>People could become ill from poorly prepared or stored food</p> <p>Burns from boiling water and cooker</p>	<ul style="list-style-type: none"> • All those involved in preparation of refreshments must wash their hands in the handwash sink on entry to the kitchen area, and at appropriate times throughout their tasks. • Antibacterial handwash is provided. • Tables and kitchen surfaces wiped down with suitable products after every use. • Kitchen/Fridge cleaned and checked before and after each event by event leader. Use by dates checked. • Food waste disposed of correctly in food waste bin and emptied when necessary • Adults only to use water heater. • Dishwasher used to sterilise cutlery and crockery • Dishwasher used only by those who have had training – normally carried out by site committee. • Regular servicing of cooker, water boiler, and dishwasher (once every 5 years) arranged by Site Maintenance Committee • Thermometers in fridge and freezer so any rise in temperatures is immediately apparent. 				
Electricity (including stored electrical equipment – hoover, floor polisher, projector etc)	<p>Staff, Volunteers and Visitors. Users risk electric shocks, burns or fatality from faulty equipment or misuse of equipment</p>	<ul style="list-style-type: none"> • All electric work to be carried out by a qualified electrician. • Inspection and Testing Schedule in place. PAT every 2 years. • Faulty equipment to be immediately removed from service. (for fixed equipment, clearly marking it equipment as out of service) • Regular visual checks of equipment • Only trained volunteers may use AV equipment. • Electric cupboards are locked. (key location – key cupboard in The Tree House) • No safety plug covers used 				
Manual handling (including Stored	<p>Staff, Volunteers. Users may suffer injury including back pain if</p>	<ul style="list-style-type: none"> • Information on safe manual handling to be printed and available close to chair store cupboard doors. 				

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equipment eg tables, chairs)	they try to lift objects that are too heavy or awkward	<ul style="list-style-type: none"> Storage trolleys are used to transport tables and chairs safely. Cupboards are locked and children access them under supervision only. All users to be shown (by site committee/event leader) how to store tables and chairs in the storage trolleys safely. Music stands and equipment are stored so as not to cause obstruction and near to where they are used. Only small and light items are stored at height. 				
Lone working	Staff, Volunteers. Injury or ill health while on site on their own	<ul style="list-style-type: none"> Staff and volunteers try to avoid lone working where possible. Where staff member or volunteer is on site alone it is good practice to let someone know you are there. 				
Fire <i>See Fire Safety Risk Assessment for full details.</i>	Staff, Volunteers. If trapped, staff and visitors could suffer fatal injuries from smoke inhalation / burns	<ul style="list-style-type: none"> Full Fire Safety Risk Assessment available in TTH children's cupboard. Fire exits are able to be opened without a key when building is in use. Fire exits signposted. Fire exits and pathways kept clear at all times Fire safety equipment is serviced annually. Radiators and electrical cupboard vents are kept clear and not covered – signs remind people 				
Safeguarding	Children and vulnerable adults Abuse.	<ul style="list-style-type: none"> Local Safeguarding policy in place and on display in Church Building. All those involved in work with children or vulnerable adults meet safeguarding requirements. 				
General	Risk of injury from large room divider screens in the main room of The Tree House	<ul style="list-style-type: none"> Only people who have been trained can move the room dividers. Opening and closing of room dividers should be kept to a minimum and when minimum number of other people are in the room. 				
	People could become unwell whilst using the The Tree House .	<ul style="list-style-type: none"> Disabled toilet in The Tree House has a call bell. All rooms checked before locking up in case of illness. 				

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	Potential limitations for those with disabilities	<ul style="list-style-type: none"> • Vehicle access and parking is available onsite for those with limited mobility. • Level entrance into The Tree House. • Wide entrance hall • Double doors into main hall • Wall mounted handles and call bell in disabled toilet. • Disabled toilet in The Tree House. 				
	General Hygiene	<ul style="list-style-type: none"> • The Tree House cleaned regularly including toilets. • Signs displayed re safe disposal of nappies and sanitary products • Antibacterial handwash provided in toilets and food preparation areas. • Antibacterial hand gel/wipes provided at The Tree House entrance. • Baby change facility available in The Tree House. 				
	Children falling from windows	<ul style="list-style-type: none"> • Windows are lockable with 2 settings • Children are under supervision of parents/adults 				
	Children leaving the building unseen or intruders entering	<ul style="list-style-type: none"> • Investigating bell on main door to alert adults when it opens 	<ul style="list-style-type: none"> • Bell to be installed on main entrance door 	<ul style="list-style-type: none"> • Site committee 	<ul style="list-style-type: none"> • 30/12/25 	<ul style="list-style-type: none"> •

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/ Published by the Health and Safety Executive 10/19