

# Venue Risk Assessment

## WRBC Rooms & Halls

**Venue:** Walsworth Road Baptist Church, Hitchin

**Safety equipment:** Fire Extinguishers, fire alarm, alarm break points and smoke detectors (all serviced regularly)

**Please also refer to:** Fire equipment locations Appendix 1 (see below)

**Fire plan:** WRBC Fire evacuation plan (on [Church website](#)) **Fire assembly point:** On grass at front of church building

**First Aid Arrangements:** First aid kit and AED in lower kitchen, on open shelving

**Risk assessment carried out by:** [Amanda Maylin & Helen Bainbridge](#) on **8th June 2024**

		SEVERITY →		
		1	2	3
LIKELIHOOD ↓	1	LOW - 1 -	LOW - 2 -	MEDIUM - 3 -
	2	LOW - 2 -	MEDIUM - 4 -	HIGH - 6 -
	3	MEDIUM - 3 -	HIGH - 6 -	HIGH - 9 -

Activity/area	Who may be harmed and how?	Like-li hood	Severi ty	Risk Rating	Current Actions	Further action required	By Whom	When
Stacked chairs	Children, young people, and adults by chairs falling on top of them.	1	1	Low	Majority of chairs are now stored in cupboards or under stairs. Other chairs are stacked out of the way at the sides of the room; max 6 chairs high.	Check chairs stacked appropriately before the session starts. Tell children & young people not to climb or mess around on chairs / enforce this.	Session leader	Before and during session
Moving chairs, tables and other large objects	Children, young people, and adults Injury to back or other parts of body by incorrect lifting. Injury by dropping or hitting a small “unseen” child	1	2	Low	Chair ‘trolleys’ provided. Tables are light and mostly foldable.	Tables & large objects are moved before and after sessions whilst the room is empty of children.	Session leader	Before and during session
Stairs	Children, young people, and adults by falling	1	2	Low	Regular maintenance and checks.	Opening check. Young people not to mess around on stairs. Children to be supervised going up or down stairs.	Session leader	Before and during session

Activity/area	Who may be harmed and how?	Like-li hood	Severi ty	Risk Rating	Current Actions	Further action required	By Whom	When
Electrical sockets and appliances	Children, young people, and adults by electrocution	1	3	Medium	Electrical items PAT tested bi-annually. Regular visual checks on condition of cables and appliances. If extension leads are used follow instructions on their use (e.g. unroll fully depending on load)	Do not use appliances that look unsafe, report to Lettings Administrator. Do not handle appliances with wet hands. Do not overload sockets.	Session leader	Before and during session
Radiators	Children by skin burns	2	1	Low	Notices above radiators to advise parents / careers that the radiators may be hot when working	Highlight to parents if radiators are hot.	Session leader	If needed during session
Kitchen	Young people and adults by burns & cuts, or food poisoning	1	3	Medium	Oven gloves provided. Oven switch located on wall. Sharp knives stored separately when not in use. Health & Hygiene guidelines displayed in Kitchen	Health & Hygiene guidelines to be followed. Young people to be supervised if using the kitchen.	Session leader	Before and during session
Fire	Children, young people, and adults by smoke inhalation or burns.	1	3	Medium	Fire exits plentiful, well sign posted and kept clear. Fire alarm, extinguishers and emergency lighting tested regularly. Smoke detectors installed. Fire Evacuation procedure displayed in halls and kitchen.	Separate risk assessment for the use of candles needs to be completed & submitted in advance to Deacons or Health & Safety Officer. Leader to have mobile phone to call emergency services if necessary. All users should be made aware of fire exits, assembly area & evacuation process.	Session leader	Before and during session
Doors	Children, young people, and adults. Fingers being trapped by doors closing.	1	2	Low	Doors fitted with hooks to keep open if needed. Window in door between LowerHall (LH) & Lounge room. Long stair gate for LH doors provided for Toddler groups.	Where possible hook doors open during arrival/ departure. No silly games in doorways.	Session leader	Before and during session

Activity/area	Who may be harmed and how?	Like-li hood	Severi ty	Risk Rating	Current Actions	Further action required	By Whom	When
Chemicals e.g. cleaning substances	Children, young people, and adults Poisoning by ingestion. Allergic reactions. Burns/irritation to skin/eyes.	1	3	Medium	Most cleaning products kept locked away. Only regularly used cleaning products kept in kitchen.	Medical information available on group members with allergies. Adults to select appropriate cleaning products to use. Young people to be supervised if using such substances.	Session leader	Before and during session

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Action	Name	Signature	Date
Agreed by Deacons	Diana Seller	<i>Diana Seller</i>	4/7/24
Saved on the WRBC website	William Henton Pusey		
Shared with building users	Natalie Noble		

## Appendix 1 - Fire Equipment locations at Walsworth Road Baptist Church

### Fire-fighting equipment & Alarm breaks

**Upper Church Hall:** Red Foam fire extinguisher near RHS entrance  
 Red Foam fire extinguisher at bottom of RHS stairs (by disabled toilet)  
 Red Water fire extinguisher at bottom of LHS stairs (by Youth Mix cupboard)  
*Alarm breaks at top & bottom of stairs (on both sides)*

**Lower Church Hall:** Red Water fire extinguisher near fire exit door  
*Alarm break by fire exit door*  
*Alarm break in chair storage cupboard*

**Kitchen:** Fire blanket on RHS of open shelving (near main hatch)  
 Red CO2 (electrical) fire extinguisher (by post rack) **in entrance area**

**Entrance Area:** Red CO2 (electrical) fire extinguisher (by post rack) **for kitchen use**  
 Red Foam fire extinguisher  
*Alarm breaks x 2 @ notice boards / by men's toilets*

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**Richard Johnson (RJ) Room:** Red Water fire extinguisher @ exit door to cellar / fire exit  
*Alarm break by exit door to cellar / fire exit*

**Balcony:** Red Water fire extinguisher x 2 (one each side)  
 Red Water fire extinguisher outside church office / bottom of stairs

**Sanctuary:** Red Foam fire extinguisher @ band area  
 Red CO2 (electrical) fire extinguisher @ organ  
 Red CO2 (electrical) fire extinguisher @ AV desk  
 Red Water fire extinguisher in back corridor near light switches / fire exit  
*Alarm break in back corridor near light switches / fire exit*

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**Boiler Room:** Dry Powder fire extinguisher

## Fire exits

<b>Upper Church Hall:</b>	Off RHS stairs to Upper Hall ( <i>push bar</i> ) Off LHS stairs to Upper Hall ( <i>push bar</i> )
<b>Lower Church Hall:</b>	Off Lower Hall ( <i>push bar</i> ) <i>Also as Upper Hall / entrance area</i>
<b>Entrance Area:</b>	Corridor by male toilets ( <i>push bar</i> ) Main front doors ( <i>not push bar – may need unlocking with keys</i> )
<b>Richard Johnson (RJ) Room:</b>	By stairs to balcony/ cellar, off RJ Room ( <i>push bar</i> ) RJ Room doors ( <i>not push bar – need unlocking; no keys needed</i> )
<b>Sanctuary:</b>	Off back corridor behind sanctuary ( <i>push bar</i> )

## Emergency Lighting

<b>Internal:</b>	Lower Church Hall	Circular x 2
	Lounge Room	Circular
	Upper Church Hall	Circular x 2
	Top of LHS stairs to upper hall (by Guides cupboard)	Circular
	Top of RHS stairs to upper hall (by disabled toilet)	Circular
	Bottom of LHS stairs to upper hall (by Youth cupboard)	Circular
	Bottom of RHS stairs to upper hall (by disabled toilet)	Circular
	Disabled Toilet	Circular
	Area outside lower hall / lounge	Light up Box + Circular
	Kitchen	Circular
	Entrance Area	Circular x 4
	Corridor by male toilets	Light up Box
	Ramp from entrance area to RJ room	Circular

RJ Room - above (old) main doors / @ exit to cellar	Light up Box x 2
Bottom balcony stairs / by cellar	Circular
Bottom balcony stairs / by church office	Circular
Top of balcony stairs / by cellar	Circular
Bottom of balcony stairs / by church office	Circular
Balcony	Circular x 2
<i>(Additionally in Sanctuary)</i>	<i>Sensor light over LHS door)</i>

**External:**

Back corridor exit behind sanctuary	Bulkhead
Outside cellar door exit	Circular
Exit by male toilets	Circular
Lower Hall exit	Circular
RHS stairs to Upper Hall	Circular
LHS stairs to Upper Hall	Circular
Ramp from church entrance area	Circular
Steps from church entrance area	Circular
Steps from RJ Room	Circular