

## St Mark's Church and Hall SW19 risk assessment

RISK ASSESSMENT	CHURCH		HALL		Notes		
	Area of focus	Risk	Mitigation	Risk		Mitigation	
1	<b>Fire or attack by explosive device</b>	Delayed evacuation in event of fire or bomb threat leading to injury or worse.	Normal capacity of body of church is 250 with additional space in the chapel. >250 hirer/church officer to act as fire warden; < 250: lead user to ensure there are 2 fire wardens. Fire warden(s) to ascertain in advance locations of exits and fire fighting equipment. Fire extinguishers and portable appliances are checked annually, church lightning conductors every 3 years and wiring and fixed electrical fittings are safety-checked every 5 years.	1	Delayed evacuation in event of fire or bomb threat leading to injury or worse.	The Hall has excellent exit provision through its north and south doors. Particular care should be given to mezzanine users - (use being restricted to Butterfield Nursery and church officers) - emergency exit is a window if the stairs cannot be used. Hall fire extinguishers, the gas boiler and portable appliances are safety-checked annually.	At the time of writing the risk of malicious attack when our buildings are occupied is considered negligible. Were Police to advise otherwise other mitigation would be needed. Also note that the combination padlock on the garden gate should be known by a lead user of the premises.
2	<b>Cleanliness and hygiene</b>	Inadequate cleanliness leading to spread of disease or tripping on detritus.	Both hirers and members of the church using the building for worship purposes should ensure, dirty kitchen items, litter and spillages are cleaned up / cleared away / dealt with before leaving. [N.B. Hirers are responsible for disposal of their own rubbish.]		Inadequate cleanliness leading to spread of disease or tripping on detritus.	Both hirers and members of the church using the building should ensure, dirty kitchen items, litter and spillages are cleaned up /cleared away / dealt with before leaving. [N.B. Hirers are responsible for disposal of their own rubbish.]	Church and Hall receive at least 5 times a week a clean by professional contractors. Their equipment and fluids are locked away.
3	<b>First aid</b>	Inadequate provision for first aid leading to inability to treat light injuries.	Users to provide as necessary, as guided by their own risk assessments. A small first aid kit is available in the Church kitchen. Stocks consumed should be replenished by the user or the Church Office alerted. In the event of a more serious incident Emergency Services should be alerted.		Inadequate provision for first aid leading to inability to treat light injuries.	Users to provide as necessary, as guided by their own risk assessments. A small first aid kit is available in the Hall kitchen. Stocks consumed should be replenished by the user or the Church Office alerted. In the event of a more serious incident Emergency Services should be alerted.	Contents of first aid kits to be checked and refreshed/updated as necessary by the Bookings Administrator. In the event of an incident this should be noted in the Accident Book held in the church office.
4	<b>Emergency evacuation</b>	Slow evacuation in the event of fire or other emergency endangers those inside.	1. Adequate signage towards escape exits (carpark / garden). 2. Signage to be illuminated independently of the mains electrical circuit. 3. Fire alarms regularly tested.		Slow evacuation in the event of fire or other emergency endangers those inside.	1. Good signage throughout the building to two possible escape routes (to car park, or garden - and then through the garden gate). 2. Fire alarms regularly tested. N.B The mezzanine has one stair exit and additional emergency exit is via a window.	The lead / designated building user should know the combination to the garden padlock.
5	<b>Legionella</b>	Risk of contracting legionnaire's disease.	The Hall takes its water directly from the mains heated by a combi-boiler without a tank and so risk is minimal.		Risk of contracting legionnaire's disease.	Hot water in the south washroom and kitchen is provided by sealed heating units.	Legionella is a water-borne disease possible either where drinking water is stored in a tank or through air conditioning. (Neither building has air conditioning.)
6	<b>Trip hazards and blockage of exits</b>	Risk of injury or delays to evacuation in event of danger.	Users to ensure no hazards left likely to cause tripping or blockage of exits.		Risk of injury or delays to evacuation in event of danger.	Users to ensure no hazards left likely to cause tripping or blockage of exits during their tenure.	In addition a duty warden to check entire church and Hall footprint to ensure no notable trip hazards are present or safety exits blocked. Remove blockages and signpost non-readily moveable trip hazards.
7	<b>Food hygiene and allergies</b>	Spread of disease through poor food hygiene in preparation on-premises	The Church kitchen does not readily lend itself to much more than serving drinks, but should catering be provided a lead person should ensure adequate hygiene is observed. At services, gluten-free communion wafers are offered.		Spread of disease through poor food hygiene in preparation on-premises	A person suitably qualified in food hygiene should ensure correct standards are maintained when food is prepared on site.	Users of the kitchens must carry out their own risk assessments when serving food and drink using the church's facilities.
8	<b>Hirers' particular risk</b>	Users' own risks beyond the above	Users organising their own events may incur risks not anticipated above and should conduct their own risk assessments.		Users' own risks beyond the above	Users organising their own events may incur risks not anticipated above and should conduct their own risk assessments.	

Date of last review:  
29/10/25