

RISK ASSESSMENT FOR ZONES USED BY SCHOOLS & HIRERS AT EMMANUEL CENTRE – May 2013

Location: MAIN FOYER

HAZARD	THOSE AT RISK People who are likely to be exposed to hazard	LEVEL OF DANGER Low - Medium - High Likelihood of the harm realised	CONTROL Actions to be taken to eliminate, reduce or control the risk
Slippery Marble Floor surfaces when wet	Hirers, staff, church members	Low – medium	Warning sign, non-slip mat by entry doors, floor to be mopped with dry cloth
No fire exits notices for 3 main doors	Hirers, staff, church members	Medium	Customers should provide stewards to direct their visitors out of the three foyer doors.
Locked gates	Hirers, staff, church members	High	Gates should be unlocked when halls are being used

Location: SNACKBAR

HAZARD	THOSE AT RISK People who are likely to be exposed to hazard	LEVEL OF DANGER Low - Medium - High Likelihood of the harm realised	CONTROL Actions to be taken to eliminate, reduce or control the risk
Slippery Marbles Floor surface when wet	Hirers, staff, church members	Low – medium	Centre staff should be alerted if the floor is wet. Staff should use a warning sign and the floor should be mopped. Non-slip strips have been taped onto the steps and there are handrails to grab onto.

RISK ASSESSMENT FOR ZONES USED BY SCHOOLS & HIRERS AT EMMANUEL CENTRE – May 2013

Location: AUDITORIUM

HAZARD	THOSE AT RISK People who are likely to be exposed to hazard	LEVEL OF DANGER Low - Medium - High Likelihood of the harm realised	CONTROL Actions to be taken to eliminate, reduce or control the risk
Ambience Lighting	Hirers, staff, church members	Low	Lights were upgraded in 2002, 2007, 2008 and 2013.
Electric shock from PA Equipment & Lighting Desk	Hirers, staff, church members	Low	<p>The PA Equipment will be looked after by a qualified technician.</p> <p>The equipment will be locked if he departs from this station to prevent anyone tampering with it.</p> <p>The equipment has been PAT tested for electrical safety. New desk installed 2007. Lighting Desk installed in 2008.</p> <p>Seating immediately facing the desk are reserved for the technician only.</p>
Unsecure LCD projector on stand (if used but strapped down)	Hirers, staff, church members	Medium	Restrict access to LCD stand by taping off pew access & strapped down
Confusion in the event of fire alarm sounding	Hirers, staff, church members	High	<p>Centre staff will be present to coordinate the evacuation.</p> <p>The client will provide 6-8 stewards to work with the centre staff in directing people out of the building.</p> <p>The stewards will check the toilets foyer and snackbar to ensure that no one is left behind.</p> <p>The centre staff will secure vacant rooms to ensure that no one is left behind and contact the fire brigade, if required.</p>