

Risk Assessment

Activity: St Boniface Centre Meetings/Events

Group Leader: Dependant on meeting

Version 1

Possible Hazard	Mitigation
Distribution and storage of stacks of chairs: Chairs falling on person.	• Use sack trolley to move chairs. • Do not move stacks higher than 8 chairs. • Seek training if not used to moving chairs.
Use of Kitchens: Slight risks of burns or cuts, or slipping on wet surfaces	• Ensure people are familiar with using appliances. • Follow all safety notices posted in serving and food preparation area. • Mop up any spills.
In event of fire: Safe evacuation of centre	• Fire exits and safety equipment is identified at start of meeting. • If a fire occurs, notify office manager and press the fire alarm button (evacuator button) outside the manager's office. • Evacuation should be managed by the group leader, people seated in the hall should remain seated until told to leave by the appropriate exits. • On evacuation, people should congregate at the gateway to the Parish Church. • People in the hall entrance, should not enter the main room. • The Kitchen and Toilet areas should be checked for occupation.
Electrical Equipment	People handling the specialist equipment should be trained in their safe use.

Medical Emergency	Follow instructions posted in the Office Window. There is a Defibrillator on site for use by trained people.
Other Hazards	Follow the instructions of the office manager.

Date of Review: June 2025