**St. Luke’s Church, Hillmarton Road N7 9JE**

**Reg Charity No: 1128923**

**Contact: Tina Cooney** hire@saintlukeschurch.org.uk **Phone: 0207 607 4892**

**Health & Safety Hazards Information**

 *A full Health and Safety risk assessment is on the noticeboard in the church*

**The person responsible will ensure that all members of group are aware of the following information:**

**Fire Safety Hazard**

* Fire from cooker gas flame in big kitchen
* Fire from Electrical faults – Electrical equipment checked regularly
* Fire from Arson – Security of building responsibility of hirer
* Fire from faulty boiler – Maintained regularly
* Fire from Lighting and Wiring - Fire extinguishers checked annually – see map
* Risk from cigarette smoking – There is a no smoking policy in the church.

**Kitchen Hazards**

* Cuts from Knives
* Food (preparation and consumption) INJURY Risk to children – No children under 12 in kitchen at any time
* Illness from rats and mice – Seal all food. Pest control inspection every 6 weeks.

**Slipping & Trip Hazards**

* Wiring – please ensure lighting and sound cables are secured with gaffer tape to the floor.
* Wet Weather – Ensure all interior floor surfaces are kept dry
* Slipping on outside paths – pathway by side entrance – care with leaves
* Slipping outside front porch – outside light fixed to wall.
* Buildings INJURY – Ensure all entrances, exits and walkways are kept clear of obstacles. Keep floors clear of rubbish and dry. Ensure adequate lighting.
* Risk of falling ladders – Ladders are locked away. Two people should be present if used.

**First Aid**

* Risk of injury – Nominate first aiders. Check location of first aid boxes on plan.
* Risk of slow alert to fire – Ensure phone access to summon emergency services
* Risk of Evacuation panic – Ensure users know position of fire exits and assembly point.
* Risk of Fire exits walkways blocked – check exit routes.
* Risk of chairs impeding escape – Arrange with one metre aisles. Keep spaces for wheelchair users and make aware of nearest escape.
* Alcohol – serving and consumption – No alcohol served to minors. Bar staff to monitor consumption and refuse if necessary

**Chairs & Evacuation**

* One metre aisles, rows 300cms apart, no more than 7 per row, fix together

**Fire Exits**

* Accessible – Hirer to walk through to check all access routes are open and clear.
* Vestry door to Church
* Vestry door to outside
* Side door leading to the toilets
* Door beside the toilets to outside garden
* Small hall side door to Penn Road
* Side vestibule door
* Door from the Sunday school room to garden and out via side gate
* Kitchen door to garden
* Side door from garden leading to Penn Road (bolted)
* Garden front gate leading to front of the church.
* Instructions on how to open the main door are displayed next to the door.

**Accident Form**

THE HIRER(S) ………………………………………………………………………………………………………………………………..….

of the (**church** / **hall**)

are required to complete details of any accident or incident occurring during their occupation of the premises which did or could give rise to injury as soon as possible after the accident or incident but in any case before the premises are vacated by the hirer(s) after the event.

**Person Injured:**

Name: ……………………………………………………………………………………………………………………………………….……….

Address: ………………………………………………………………………………………………………………………………..……………

………………………………………………………………………………………………………………………………………………………...

Telephone: ………………………………………………………………………………………………………………………..…………………

Time of incident: ……………………………………………………………………………………………..……………………………………..

Place incident occurred: ……………………………………………………………………………………..…………………………………….

Detailed description of accident / incident (including a description of any apparatus or equipment involved), continue overleaf if necessary:

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**Witnesses:**

Name: ………………………………………………………………………………………………………………………………..…………..

Address: ………………………………………………………………………………………………………………………………………….

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Telephone: ……………………………………………………………………………………………………………………………………….

Name: ……………………………………………………………………………………………………………………………………………..

Address: ………………………………………………………………………………………………………………………………………….

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Telephone: ………………………………………………………………………………………………………………………………………

*(Signed witness statements should be obtained wherever possible)*