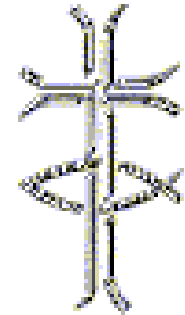


# **Toll Gavel United Church**

## **RISK ASSESSMENT 2025**



**Toll Gavel United Church  
Toll Gavel  
Beverley  
East Riding of Yorkshire  
HU17 9AA**

This risk assessment was carried out by Mr John Turner (October 2024) in accordance with the guidelines laid down by the Management of Health & Safety at Work Regulations 1999 (MHSW).

Only readily accessible areas were assessed. The assessment did not cover the roof. Areas such as cupboards and drawers were not investigated. This risk assessment was done to the best of our ability and knowledge. There may be other areas of concern which have not come to our notice.

The churches Health and Safety Policy will also identify risks and state the churches policy with regard to safeguarding workers, members of the congregation and the general public.

Managing trustees should also consider providing health and safety training for stewards and others, particularly in relation to fire drills and other emergencies. Occasional use of the premises by large groups may need particular attention.

The risks have been graded;

- High                needing immediate attention
- Medium           needing attention at some point
- Low                possibly no action required

#### Abbreviations used in the risk assessment

BAP	Beverley against poverty
ISITEE	In-Service Inspection and Testing of Electrical Equipment (PAT)
JT	John Turner
TG	Toll Gavel
CT	Caretaker
CH	Colin Hogg
CN	Carolyn Nursey

## Area of assessment

## Church Drive (permissive path from Toll Gavel to Old Walkergate)

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Trips and slips	All users	<ul style="list-style-type: none"> <li>• Uneven pathway</li> <li>• People climbing on brick wall behind seating</li> </ul>	H  L	<ul style="list-style-type: none"> <li>• Monitor path condition</li> </ul>		Trustees
Moving vehicles	Anyone using the path	Hit by turning/moving vehicles	L	None	None, drivers to be extra Vigilant, supervision required for reversing vehicles	
Flower beds	General public	<ul style="list-style-type: none"> <li>• Dog excrement</li> <li>• Rubbish</li> <li>• Scratched by bushes</li> </ul>	L	<ul style="list-style-type: none"> <li>• Periodic cleaning of area</li> <li>• Maintenance of plants</li> </ul>		Trustees
Wooden seating	Anyone using them	Splinters due to the misuse of the seats	M			Trustees
Physical or verbal assault Vandalism	<ul style="list-style-type: none"> <li>• Anyone using the area</li> <li>• Anyone using the area</li> </ul>	<ul style="list-style-type: none"> <li>• Hurt or distress by action of those causing disruption</li> </ul>	L  M	Area lit by fixed lighting controlled by photo-cell and time switches.	None  Considering whether CCTV is appropriate	Trustees
Falling tiles and sandstone decorative cornice	Anyone using the footpath	Loose tiles/masonry falling from roof	L	Monitor roof condition		Trustees
Overhanging branches	Anyone using the footpath	Slipping on falling leaves	L	None	Keep walkway clean and free from leaves	CT
Electricity	All users	Electric shock	L	All lighting conforms to current electrical regulations	Globe light on entrance is not operating	
Market stalls on Drive	All users and pedestrians using drive	Sharp edges on roof canopy	M	We have raised the height of the stall roofs	Consider ways of softening the edges	Trustees

## Area of assessment

## Entrance to the building from Old Walkergate

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Surface	Anyone entering the building	Tripping	L	<ul style="list-style-type: none"> <li>• Suitable rails installed to prevent anyone falling</li> <li>• Disabled ramps installed</li> <li>• Clean regularly to prevent build up of moss</li> </ul>	Monitor conditions	Trustees
Physical or verbal assault	Anyone using the area		L	Area well lit	None	None

## Area of assessment

## Passage way between Church and Hall

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Surface	Anyone entering the building	Tripping on uneven pathway	L	Pathway lit	Monitor conditions	Trustees
Physical or verbal assault	Anyone using the area		L	Area reasonable well lit	None	None

## Area of assessment

## Entrance to the passageway or flower room from car parking area

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Surface	Anyone entering or exiting the building	Tripping	L	Lighting provided	None	None
Steps from the flower room/ upstairs to carpark	Anyone using the entrance, especially in an emergency (fire escape)	Falling	M	Handrail has been installed		Trustees

## Area of assessment

## Main entrance to the Church from the drive

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Slips or trips	All users to the church	• Trips and falls	L	<ul style="list-style-type: none"> <li>Artificial and natural lighting is good</li> <li>Hand rails provided</li> <li>Salt or other products to be applied when required</li> </ul>	None	None
		• Slipping in icy conditions	L		CT or steward	None
Restricted access and egress through sliding doors and emergency fire doors	Disabled and limited mobility users	<ul style="list-style-type: none"> <li>Unable to use the building unaccompanied</li> <li>Difficulty in getting out quickly in the event of a fire</li> </ul>	M	None		

## Area of assessment

## The Centre

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Slips or trips	Anyone using the building	Trips and falls particularly near the kitchen entrance	L	<ul style="list-style-type: none"> <li>Artificial and natural lighting is good</li> <li>Floor in good condition</li> </ul>	None	None
Electricity	Anyone using the building	<ul style="list-style-type: none"> <li>Fire</li> <li>Electric shock</li> <li>Trailing leads on portable appliances</li> </ul>	L	All electrical systems and equipment meets current electrical regulations. ISITEE carried out as required	Carry out appropriate checks where necessary	CH

Heaters	Anyone using the building	<ul style="list-style-type: none"> <li>All heaters under the control of authorised person only</li> </ul>	L	<ul style="list-style-type: none"> <li>Protected by covers</li> <li>Under control of authorised and trained persons only</li> </ul>	Carry out appropriate checks where necessary	CH
Fire	Anyone using the building	Burns and smoke inhalation	L	<ul style="list-style-type: none"> <li>Exit doors</li> <li>Firefighting signs and equipment</li> <li>Sounders</li> </ul>	None	To be identified
Choking and penetration from drawing pins	Anyone using the building especially children	Pins falling from notice board	M	Trying to find alternative fixing devices	None	None
Manual handling	Staff and volunteers	Lifting tables and chairs	M	Advising those affected in correct lifting and stacking methods	None	CT

## Area of assessment

## Centre kitchen

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Slips or trips	Anyone using the kitchen	<ul style="list-style-type: none"> <li>Wet floors</li> <li>Items in aisles</li> </ul>	L	<ul style="list-style-type: none"> <li>Floor surfaces kept clean, clear and in good condition</li> <li>Users know to clear up any spills immediately</li> </ul>	None	Trustees
Fire	Anyone using the building	<ul style="list-style-type: none"> <li>Electrical appliances</li> <li>Burning food</li> </ul>	M	<ul style="list-style-type: none"> <li>Fire blanket</li> <li>Fire extinguisher</li> <li>Sounders</li> </ul>	Periodic checks to be carried out	Trustees
Chemicals	Anyone using the kitchen	<ul style="list-style-type: none"> <li>Burns</li> <li>Inhalations</li> <li>Skin irritations</li> </ul>	L	Cleaner keeps chemicals under lock and key	None	None

Cuts	Anyone using the kitchen	Cuts from knives and broken glass or china	M	<ul style="list-style-type: none"> <li>Only authorized and experienced persons in kitchen</li> <li>First aid kit provided</li> <li>Accident book</li> </ul>	Checks of first aid equipment	CN
Electricity	Anyone using the kitchen	Electric shock	L	<ul style="list-style-type: none"> <li>All electrical equipment installed complies with current electrical requirements</li> <li>Regular ISITEE testing</li> </ul>	Continue to carry out functional and periodic tests as necessary.	CH
Burns	Anyone using the kitchen	Touching hot surfaces	L	<ul style="list-style-type: none"> <li>Only authorized and experienced persons in kitchen</li> <li>First aid kit provided</li> <li>Accident book</li> </ul>	None	None

### Area of assessment

Stairs leading to balcony from 'The Centre' north and south sides.

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Slips or trips	Anyone using the stairs particularly partially sighted and children	Falling down stairs	L	<ul style="list-style-type: none"> <li>Hand rails provided</li> <li>Barriers in place to prevent falls through to lower level</li> <li>Barrier in place to prevent falls through windows</li> <li>Signs in place to state children must be accompanied</li> <li>Floor surfaces kept clean, clear and in good condition</li> </ul>	None	None

## Area of assessment

## Ladies cloakroom, disabled toilets and shower cubicle

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Manual handling	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Staff</li> </ul>	Moving chairs that are stacked in cloakroom	L	Make sure staff are aware of the hazards of stacking chairs	None	None
Nappy changing area	<ul style="list-style-type: none"> <li>Mothers</li> <li>Children</li> <li>Other users</li> </ul>	Infection from soiled nappies	L	Mats and toys regularly disinfected	Bags and bins are provided	Children's worker

## Ladies cloakroom, disabled toilets and shower cubicle (Cont.)

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
<ul style="list-style-type: none"> <li>Slips</li> <li>Trips</li> </ul>	Users Cleaners	Slippery floor	L	<ul style="list-style-type: none"> <li>Regular cleaning</li> <li>Non slip flooring</li> <li>Hand rails in place appropriate for disabled users</li> </ul>	None	None
Infection	Users Cleaners	<ul style="list-style-type: none"> <li>Unclean facilities</li> <li>Legionnaires disease</li> </ul>	L	<ul style="list-style-type: none"> <li>Regular cleaning</li> <li>Good ventilation</li> </ul>	Remove and clean shower head regularly	
Infection	Users Cleaners	Unclean facilities	L	Regular cleaning	Level of cleaning to be monitored	JT and Trustees
Electricity	All users		L	All electrical items comply with current regulations.	Shower room light not working	CH



## Area of assessment

Gents toilets adjacent to the 'Centre'

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Health	Those using the gent's toilets	Unclean/unhygienic	L	Regular cleaning	None	CT

## Area of assessment

Balcony

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Slips and trips	All users	<ul style="list-style-type: none"> <li>• Uneven floors</li> <li>• Steps to pews</li> </ul>	L	Regular cleaning	None	None
Falls	<ul style="list-style-type: none"> <li>• Children climbing on the barrier</li> <li>• People underneath</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of falling over the barrier</li> <li>• Books etc falling over the edge</li> </ul>	L	Children not allowed upstairs unless supervised by parent/carer	None	None
Fire	People with restricted movement	Speed of exit may be restricted	L	Escape route appropriately signed and lit. Advise people with restricted movement to avoid.	None	None

## Area of assessment

## Main body of church

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Electricity	All	Electric shock	L	All electrical systems and equipment to comply with current electrical regulations	None	CH
Fire	All users		L	<ul style="list-style-type: none"> <li>• Fire extinguishers</li> <li>• Sounders</li> <li>• Church has a no smoking policy</li> </ul>	None	CH
Pulpit	All users	Falls	L	Hand rails in place	None	None

## Area of assessment

## Loft (not assessed)

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Access	Anyone requiring access	Fall from height	VH	Only authorised personnel to access loft	Apply HSE 'Working at Height Regulations'. A separate risk assessment and method statement must be done before tradesman access the loft.	CH

## Area of assessment

## Stairs from organ loft to flower room exit

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Stairs	All users	Slips and falls	L	<ul style="list-style-type: none"> <li>• Stair way well lit</li> <li>• Stair kept clear</li> <li>• Hand rails in place</li> </ul>	None	None

## Area of assessment

## Flower room

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Floor surface	Anyone using the room	<ul style="list-style-type: none"> <li>• Trips</li> <li>• Falls on stairs</li> </ul>	L	<ul style="list-style-type: none"> <li>• Floor kept clean and clear of trip hazards</li> <li>• Any spills cleaned immediately</li> <li>• Handrail fitted</li> </ul>	None	None
Working at height	Anyone using the room	Falls, as vases and other items placed on high shelving	M	Suitable steps to be readily available to prevent accidents	None	None
Manual handling	Anyone using the room	Carrying vases etc	L	None	None	None
Fire	All	Tripping over objects in the fire exit route	L	None	Keep a clear path from church to emergency exit Periodic clearing of room to maintain safe egress in case of fire.	None
Allergies	Anyone using the room	Allergic reaction from flora	L	None	None	None
Risk of cuts	Anyone using the room	<ul style="list-style-type: none"> <li>• Cuts from secateurs</li> <li>• Cuts from broken glass</li> <li>• Cuts from thorns etc.</li> </ul>	M	Only responsible and experienced persons allowed to use the items in the flower room	First aid box to be placed in flower room	CN

## Area of assessment

Access to the flower room and fire escape from car park

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Trips and slips	All users	Falling down stairs	M	<ul style="list-style-type: none"> <li>Lighting</li> <li>Handrail is available to enable users to safely exit the room</li> </ul>	None	None

## Area of assessment

Vestry

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Floor surface	Anyone using the room	Trips	L	Floor to be kept clean	None	None
Electricity	Anyone using the room		L	Regular ISITEE	None	CH

## Area of assessment

Passage way from church and Vestry to outside, plus small toilet off passageway.

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Trips and slips	All users	<ul style="list-style-type: none"> <li>Falling down stairs</li> </ul>	L	<ul style="list-style-type: none"> <li>Lighting</li> <li>Hand rail</li> <li>Rubber edging strips in place on stair treads</li> </ul>	None	None

## Area of assessment

## Boiler Room (Not assessed)

Due to the hostile environment this room presents, access is strictly for authorised personnel only.

## Area of assessment

## Stairs to Spencer and Wesley rooms

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Trips and slips	All users	Falling down stairs	L	<ul style="list-style-type: none"> <li>• Good lighting</li> <li>• Safety strips fitted to top and bottom treads</li> <li>• Hand rail</li> </ul>	None	None

## Area of assessment

## Wesley room

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Trips and slips	All users	Falling over	L	<ul style="list-style-type: none"> <li>• Adequate lighting</li> <li>• Regular cleaning</li> <li>• Flooring in good condition</li> </ul>	None	None
Manual handling through moving furniture	All users	<ul style="list-style-type: none"> <li>• Trapped fingers</li> <li>• Back problems</li> </ul>	L	Awareness of manual handling techniques	None	None
Electricity	All users	Electric shock	L	ISITEE of appliances	None	CH

## Area of assessment

## Spencer room and adjacent toilet

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Electricity	All users		L	ISITEE of appliances	None	CH
Floor surface	All users	<ul style="list-style-type: none"> <li>Trips and falls</li> </ul>	L	<ul style="list-style-type: none"> <li>Floor cleaned regularly.</li> <li>Aisles kept clear</li> </ul>	None	None
Hygiene	All users	Infection	H	Regular cleaning	None	None

## Area of assessment

## The Ark

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Not assessed						

## Area of assessment

## Hall Kitchen and surrounding area

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Floor surface	All users	Trips and slips	H	<ul style="list-style-type: none"> <li>Regular cleaning</li> <li>Floor area kept clear of obstructions</li> <li>Spillages mopped immediately</li> </ul>	None	None
Electricity	All users	Electric shock	L	All items regularly tested and comply with electrical regulations.	None	CH

Gas	All users of the kitchen	<ul style="list-style-type: none"> <li>• Burns</li> <li>• CO poisoning</li> </ul>	L	Regular maintenance checks and servicing	None	None
Hot water	All users of the kitchen	Scalds	L	Only responsible and experienced persons allowed in kitchen area, children to be supervised at all times	None	None
Hygiene	All users of the kitchen and those who receive the prepared food	Food poisoning and other gastro upsets	M	<ul style="list-style-type: none"> <li>• All users of the kitchen are aware of the food safety rules.</li> <li>• Posters displayed to remind users to wash their hands</li> </ul>	None	None
Sharp objects such as knives and scissors	All users of the kitchen	Cuts	L	Only responsible and experienced persons allowed in kitchen area, children to be supervised at all times	None	None
Fire	All	Fire	L	<ul style="list-style-type: none"> <li>• Fire blankets</li> <li>• Extinguishers</li> <li>• Sounders</li> </ul>	None	Trustees
First aid	All users of the kitchen	Cuts	L	First aid box in cupboard	Regular monitoring of first aid box contents	APB
Chemical	All users of the kitchen	Burns/inhalation	L	No COSHH items visible.	None	None

## Area of assessment

## Cellar

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Staircase	All users	Trips and falls	M	<ul style="list-style-type: none"> <li>• Restricted access warning notice on door</li> <li>• Handrail fitted</li> </ul>	Door locked. Access to key restricted.	CH and JT
Low ceiling	All users	Bangs on head	M	<ul style="list-style-type: none"> <li>• Restricted access warning notice to include warning of low ceiling and steep stairs</li> </ul>	None	CH and JT
Storage	All users	Damp	M	<ul style="list-style-type: none"> <li>• Restrict storage to surplus items</li> </ul>	None	CH and JT
Health	All users	Liable to flood, poor ventilation	M	<ul style="list-style-type: none"> <li>• Wear a mask</li> <li>• Pump installed</li> <li>• Use suitable footwear</li> </ul>	Pump needs checking	CH and JT



## Area of assessment

## Main body of hall

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Floor surface	All users	<ul style="list-style-type: none"> <li>Slips and trips</li> <li>splinters</li> </ul>	L	Regular monitoring of floors condition	None	None
Electricity	All users	Electric shock	L	Periodic inspection and functional testing carried out.	None	CH
Radiators	All users	Burns	L	All radiators sufficiently covered	None	None
Drawing pins on notice boards	All users	<ul style="list-style-type: none"> <li>Choking if swallowed</li> <li>Penetration of skin if stood on</li> </ul>	M	Investigation of alternative methods of fasteners	None	None

## Area of assessment

## Main store cupboard

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Heavy and bulky items stored at height	All users	Falls from accessing equipment without suitable steps	M	Safe, strong pair of steps is kept in the room	None	Trustees

## Area of assessment

## Children's toilet off main church hall

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Hygiene	<ul style="list-style-type: none"> <li>Children</li> <li>Carers</li> <li>Cleaners</li> </ul>	Infection	M	Regular cleaning Appropriate anti- finger trapping devices present on doors.	Toilet roll holder broken in one cubicle	Trustees
Changing mat	Babies, toddlers and carers	Infection	M	None	The changing mat needs replacing	<b>Children's worker</b>
Slips and trips	<ul style="list-style-type: none"> <li>Children</li> <li>Carers</li> </ul>	Slips	L	<ul style="list-style-type: none"> <li>Regular cleaning</li> <li>Spills cleaned immediately</li> </ul>	None	None
Trapped fingers	<ul style="list-style-type: none"> <li>Children</li> </ul>	Trapping fingers in door	L	Appropriate anti- finger trapping devices present on doors	None	None
Water consumption	The washer on the hot tap on the large sink needs replacing.					Trustees

## Area of assessment

## Storage room backing on to Welcome room

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Injury through stacked chairs	All users	<ul style="list-style-type: none"> <li>Trapped fingers</li> <li>Muscular injuries</li> </ul>	M	Mobile carriers to limit injury risk	None	None
Injury through equipment being stored at a high level	All users	<ul style="list-style-type: none"> <li>Muscular injuries</li> <li>Falling from access equipment</li> <li>Items falling on person accessing the items stored</li> </ul>	H	Safe, strong steps available in store cupboard in hall	None	None

## Area of assessment

## Ladies and gent's toilets off the hall

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
<ul style="list-style-type: none"> <li>Slipping</li> <li>Infection</li> </ul>	All users	<ul style="list-style-type: none"> <li>Wet floors</li> <li>Unclean facilities</li> </ul>	M	<ul style="list-style-type: none"> <li>Appropriate flooring</li> <li>Good lighting</li> <li>Good ventilation</li> <li>Regular cleaning</li> <li>Bags for disposal of feminine hygiene products</li> </ul>	None	CT

## Area of assessment

## Ladies, gents and disabled toilets off the Welcome room

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
<ul style="list-style-type: none"> <li>Slipping</li> <li>Infection</li> </ul>	All users	<ul style="list-style-type: none"> <li>Wet floors</li> <li>Unclean facilities</li> </ul>	L	<ul style="list-style-type: none"> <li>Good lighting</li> <li>Regular cleaning</li> <li>Rails and hand holds appropriate for disabled use</li> <li>Bags for disposal of feminine hygiene products</li> </ul>	None	CT

## Area of assessment

## Welcome Room

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Electricity	All users	Electric shock	L	All items regularly tested and comply with electrical regulations.	None	CH
Fire	All users	Fire	L	<ul style="list-style-type: none"> <li>Sounder in hall</li> <li>Fire extinguisher available</li> </ul>	None	CH

## Area of assessment

## Stairs leading to Gallery and Offices

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Slips and trips	All users	Falling	L	<ul style="list-style-type: none"> <li>Safety edging strips on treads</li> <li>Lighting good</li> </ul>	None	None

## Area of assessment

## Gallery

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Floor surfaces	All users	Slips and trips	L	<ul style="list-style-type: none"> <li>Regular cleaning</li> <li>Carpets in good condition</li> </ul>	None	None
Fall to room below	All users	Falling through glass panels	L	Waist height wooden barriers	None	None
Electricity	All users	Electric shock	L		None	
Fire	All users	Fire	L	Fire extinguisher present and all exits clearly marked.	None	CH

Additional electrical appliances were present which had not been through an ISITEE process.

## Area of assessment

## Office

What are the hazards?	Who might be harmed?	How?	Risk level	What measures are being taken?	What further action is necessary?	Action by whom?
Floor surfaces	All users	Slips and trips	L	<ul style="list-style-type: none"> <li>Regular cleaning</li> <li>Carpets in good condition</li> </ul>	None	None
Lone working	Administrator	Unwanted visitors	L	<ul style="list-style-type: none"> <li>Locked office door (restricted access)</li> <li>Access to mobile phone at all times</li> </ul>	None	None
Fire	All users	Fire	L	Fire extinguisher present and all exits clearly marked.	None	CH
Electricity	All users	Electric shock	L	Periodic inspection and functional testing carried out.	None	CH