



# Risk Assessment

**How we carried out the risk assessment:**

2. We considered what risks might be associated with overnight worship events, including legal aspects (Health & Safety Act 1974, Food Safety Act 1990, 'Martyn's Law'), planning, setting up, during the event and post event items.
3. We considered what precautions have been put in place already at previous events, at our premises and at other organisations
4. We consulted experienced event holders for clarification on some possible risks.
5. We recorded the findings of our assessment using this template.
7. The risk assessment will be made available to the supervisors/volunteers planning to run the event.
9. Prior to the event, the supervisors will complete a Check in with Management Committee checklist, to ensure a thorough inspection of the location for potential hazards.
10. This risk assessment will be reviewed at least every 6 months if not sooner.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Trips & Falls	All staff and visitors may suffer sprain or fractures if they trip over on the stairs or any tiles areas or on loose wiring or hazards not safely put away.	<ul style="list-style-type: none"> <li>- Reasonable housekeeping standards are maintained.</li> <li>- Doors kept closed when not in use.</li> <li>- Floors, staircases and doors cleaned on a regular basis by the cleaner.</li> <li>- Repairs and maintenance carried out when necessary.</li> <li>- Stairs well-lit and hand rails installed.</li> <li>- Entrance, corridors and rooms well lit.</li> <li>- All shoes to be placed on shoe racks and signs displayed.</li> <li>- Walkthroughs to check for any issues.</li> </ul>	<ul style="list-style-type: none"> <li>- Housekeeping to be discussed at regular committee meetings.</li> <li>- Cleaner given the responsibility of maintaining standards within the premises.</li> <li>- Designated Health and Safety Officer to carry out 3 monthly inspections to ensure adequate standards are met and immediate remedial action is taken.</li> <li>- Instructions given that spillages should be cleaned up and dried immediately.</li> <li>- Tiled surfaces to be covered with non-slip material.</li> </ul>	All employees	Ongoing	Completed



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Fire	If trapped, all staff, students and visitors could suffer smoke inhalation and burns or serious injury.	<ul style="list-style-type: none"> <li>- Fire evacuation procedure displayed.</li> <li>- Fire drills routinely practiced.</li> <li>- Fire Marshalls allocated for events.</li> <li>- Exits and Fire exits clearly marked.</li> <li>- Access to exits and fire extinguishers kept clear at all times.</li> <li>- Fire alarms maintained and tested through a regular service contract.</li> <li>- Waste bins emptied daily by cleaner.</li> <li>- Wood pellets for biomass boiler stored in a locked area and only authorised personnel to top up pellets.</li> </ul>	<ul style="list-style-type: none"> <li>- Fire extinguishers inspected annually.</li> <li>- H&amp;S officer regularly inspects that fire rules are followed and housekeeping standards are maintained to reduce any risks.</li> <li>- To train staff/volunteers on the use of fire extinguishers if it is safe.</li> </ul>	Designated fire warden at the event	Ongoing	Completed
Hygiene, Safety and Welfare	All staff, students and visitors could experience general discomfort or be unsafe.	<ul style="list-style-type: none"> <li>- Toilets supplied with hot and cold water and dryers provided.</li> <li>- Washing area provided.</li> <li>- Drinking water area provided.</li> <li>- Establish protocols on opening and closing and securing the premises for the safety of attendees.</li> </ul>	<ul style="list-style-type: none"> <li>- Employees to monitor standards of hygiene.</li> <li>- Safety officer allocated.</li> </ul>	Management Committee	On going	Completed
Smoking and alcohol/drugs	Passive smoking can damage the health of staff, students and visitors. Can lead to fires. Alcohol/Drugs can cause damage to self and those around them.	<ul style="list-style-type: none"> <li>- A strict no smoking/drugs/alcohol policy is enforced throughout the premises.</li> <li>- Smoking is only permitted outside the boundaries of Easton Islami Darasgah.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure that no smoking signs are clearly displayed within the building.</li> <li>- Ensure Management will not tolerate drug/substance abuse on the premises.</li> </ul>	Management Committee	On going	Completed
Environmental comfort factors	Visitors, employees and students may feel too cold or suffer from other general discomfort.	<ul style="list-style-type: none"> <li>- Easton Islami Darasgah will maintain the building temperature to be comfortable using air conditioning, ventilation and heating.</li> <li>- Plenty of free space to allow for free movement of large groups.</li> </ul>	<ul style="list-style-type: none"> <li>- No further action is required.</li> </ul>	Management Committee	On going	NA



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Hazardous Substances e.g. cleaning products	The cleaner, and others cleaning, risk skin problems, e.g. dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems.	<ul style="list-style-type: none"> <li>- Mops, brushes and strong rubber gloves provided.</li> <li>- Cleaning products marked 'irritant' replaced with milder alternatives.</li> <li>- Cleaner and designated staff/volunteers trained to use products safely.</li> <li>- Cleaning products stored securely (locked).</li> </ul>	<ul style="list-style-type: none"> <li>- Cleaner/staff/volunteers reminded to check for dry, red or itchy skin on their hands and, if finding any, to go to doctor for advice and inform the Management Committee.</li> </ul>	Management Committee / Cleaner/Volunteer/Staff	On going	Completed
Electricity	Users risk electricity shocks or burns from faulty equipment or installation.	<ul style="list-style-type: none"> <li>- Fixed installation correctly installed by qualified electrician, and inspected regularly.</li> <li>- All repairs by qualified electrician.</li> <li>- Portable equipment checked for visual signs of damage before use.</li> <li>- Regular PAT testing.</li> </ul>	<ul style="list-style-type: none"> <li>- Responsible users of the building to be advised where the fuse box is and how to switch off electricity.</li> <li>- Remind users that portable equipment considered unsafe should be marked and taken out of use eg iron.</li> </ul> <p>Training of supervisors on how to safely switch off the electric power.</p>	Management Committee	On going	Actions set for task to be completed
Stored equipment e.g. Children's Benches in Madrassah	Students or visitors may suffer injury of the benches fall on them or if they try to lift too many.	<ul style="list-style-type: none"> <li>- All benches to be stacked after use, no more than 5 benches to a pile.</li> </ul>	<ul style="list-style-type: none"> <li>- Signs displayed to ensure benches aren't stacked too high.</li> <li>- Supervisors to ensure benches stowed away safely.</li> </ul>	Supervisors	On going	Actions set for task to be completed
Vulnerable people/children	Attendees or volunteers may be vulnerable and so we need to ensure their safeguarding.	<ul style="list-style-type: none"> <li>- Everyone between 16 and 18 must be accompanied by a guardian.</li> <li>- In general no one under 16 permitted to stay overnight unless there are exceptional circumstances in which due diligence and specific risk assessment will be required.</li> <li>- Zone control to ensure all event spaces are communal and open</li> </ul>		Management Committee	On going	Completed



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Food	Food may be inadequately stored and disposed of/cleaned away.	<ul style="list-style-type: none"> <li>- In general food will not be prepared on site unless in exceptional circumstances in which due diligence and specific risk assessment will be required</li> <li>- Use accredited external food providers if food required to serve all the attendees in general..</li> <li>- Designate a food safety coordinator to oversee food handling, storage and disposal at each event.</li> <li>- Provide adequate handwashing facilities in food serving areas.</li> </ul>	<ul style="list-style-type: none"> <li>- Use thermometers to ensure hot foods are kept above 60°C (140°F) and cold foods below 5°C (41°F).</li> </ul>	Management committee	Ongoing	Actions set for task to be completed
Event location & zones	Someone may become lost or injured in an unsupervised section of the facility.	<ul style="list-style-type: none"> <li>- Delegate specific zones in the premises for attendees attending the lectures or worshipping</li> <li>- Designated worship, food or resting zones.</li> </ul>	<ul style="list-style-type: none"> <li>- Lock or make other zones out of bounds specific to each event.</li> </ul>	Management committee	Ongoing	Completed
General Medical emergencies	Attendees/volunteers may suffer from a medical emergency.	<ul style="list-style-type: none"> <li>- First aid kit stored on site.</li> <li>- Defibrillator on external of building.</li> <li>- Selected volunteers that have first aid training.</li> </ul>	<ul style="list-style-type: none"> <li>- Make a list of volunteers with first aid training and try to have one at each event.</li> <li>- Clarify where the first aid kit is for attendees.</li> </ul>	Management committee	Ongoing	Actions set for task to be completed
Occupancy & Crowd Management	Overcrowding can lead to hazards and inadequate safety for attendees.	<ul style="list-style-type: none"> <li>- Conduct a pre-event space assessment to determine maximum safe capacity.</li> <li>- Prepare overflow areas if attendance exceeds expectations.</li> <li>- Ensure all emergency exits are clearly marked and unobstructed.</li> <li>- Station volunteers at entry/exit points to manage flow and count attendees.</li> <li>- Registration of attendees staying overnight including their emergency contact details</li> </ul>	<ul style="list-style-type: none"> <li>- Use floor markers or tape or signs to designate seating areas and maintain clear pathways.</li> </ul>	Management committee	Ongoing	Completed



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Environment	Noise pollution or parking disruption for neighbours	<ul style="list-style-type: none"> <li>- Regular announcements and encouragement of attendees to park sensibly and car share.</li> <li>- Close windows that may allow noise to travel to neighbours.</li> <li>- Have microphone use only in social hours.</li> </ul>	<ul style="list-style-type: none"> <li>- Brief volunteers on this and monitor implementation.</li> <li>- Have a communication channel with neighbours to discuss any concerns.</li> </ul>	Management committee	Ongoing	Completed
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