





















## Risk assessment for : Church Recorders Ltd

















<b>Risk assessment name</b>	Church Recorders general H&S risk Assessment	<b>Assessment type</b>	 General
<b>Assessor name</b>	Alys Gibson	<b>Affected site(s)</b>	Church Recorders Ltd (N8 9QH)
<b>Assessment date</b>	20/07/2021	<b>Review period</b>	Annually
<b>Approved by</b>	Alys Gibson	<b>Review date</b>	20/07/2022
<b>Approved date</b>	20/07/2021	<b>Reference</b>	CHU1160638













Workspace(s)	Description
 Access / Egress  Office  Outside Area  Storage	Church Recorders general H&S risk Assessment














Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)	
 Adverse Weather Risk of injury due to high winds/heavy rain, snow and ice.	All staff, Contractors, visitors  How Many? 8+  How? Risk of injury due to slips, trips and falls from high winds/heavy rain, snow and ice affecting the car park area.	 <b>Barriers In Place To Prevent Unauthorised Access</b> Barriers In Place To Prevent Unauthorised Access   <b>Suitable &amp; Sufficient External Lighting Provided</b> Suitable & sufficient external lighting provided.	 <b>Regular Housekeeping Inspections Are Carried Out</b> Regular housekeeping is carried out in the car park area.   <b>Warning &amp; Information Signage Displayed</b> Relevant warning & information signage displayed around the car park area.	2 x 4  8 Low







Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Asbestos Risk of ill health due to exposure to asbestos dust whilst working with or close by A.C.M.'s.</p>	<p>All staff, Contractors</p> <p>How Many? 8+</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p><b>Asbestos Awareness Training Given</b> Operatives are provided with asbestos awareness training to recognise Asbestos Containing Materials.</p> </div> <div style="width: 45%;">  <p><b>Asbestos Management Survey Carried Out</b> Asbestos Management Survey Carried Out</p> </div> </div> <div style="margin-top: 10px;">  <p><b>Monitoring</b> Asbestos Monitoring will be in place with competent person.</p> </div>	<p>2 x 7</p>  <p>14</p> <p>Medium</p>
 <p>Dealing with Hazardous Substances-COSHH Cleaning substances, ink toner, adhesives, etc.</p>	<p>All staff</p> <p>How? Irritation/harm to eyes, nose and upper respiratory tract</p> <p>Skin sensitisation / disorders / dermatitis</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p><b>COSHH assessments communicated</b> COSHH assessments have been communicated to relevant employees</p> </div> <div style="width: 45%;">  <p><b>Employees trained in Chemicals/CoSHH procedures</b> Employees have been trained in how to use the chemicals.</p> </div> </div>	<p>2 x 5</p>  <p>10</p> <p>Medium</p>






Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Display Screen Equipment</p>	<p>All staff</p> <p>How? DSE users can suffer aches and pains in the neck, shoulders, back or arms, as well as with fatigue and eyestrain.</p>	<p> <b>All employees are suitably trained</b> Staff are training in the use of DSE equipment and the software required to be used. Any concerns must be reported to managers immediately who will aim to resolve any issues as quickly as possible.</p> <p> <b>Display screens provided with height and position adjustability to suit user</b> Screens are positioned so that they are free from glare.</p> <p> <b>Workstation Assessment</b> Display screen assessments are carried out by suitably trained and competent person(s) every 3 years or sooner if changes occur.</p> <p> <b>Breaks taken</b> Staff instructed to take regular work breaks from using display screen equipment.</p> <p> <b>Screen fonts and image size adjustable to suit user</b> Screens display clear images and text and are free from flicker.</p>	<p>2 x 5</p> <p> <b>10</b></p> <p>Medium</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Electrical Issues Damaged electrical equipment, electrical faults, trailing cables can cause injury/harm to people.</p>	<p>All staff, Contractors, visitors</p> <p>How Many? 8+</p> <p>How? Damaged, faulty electrical equipment (office equipment, recording equipment) could lead to fire or electric shock and burns. People could slip, trip and fall on trailing cables.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;">  <p><b>Electrical faults</b> Electrical faults are reported immediately to studio manager, if safe to do so isolate the faulty appliances.</p> </div> <div style="width: 48%;">  <p><b>Electrical socket outlets</b> Suitable number of electrical socket outlets are available for use to avoid the overloading of sockets and cables overheating.</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 48%;">  <p><b>Electrical systems</b> Electrical systems regularly maintained and inspected by competent person. Fixed electrical wiring will be subject to periodic testing and inspection at a minimum of 5 yearly.</p> </div> <div style="width: 48%;">  <p><b>First aid</b> An appropriate number of appointed persons and first aiders trained and available.</p> </div> </div> <div style="margin-top: 20px;">  <p><b>Regular PAT testing</b> All electrical appliances to be Portable Appliance Tested (PAT) at regular and appropriate intervals</p> </div>	<p>2 x 7</p>  <p>14</p> <p>Medium</p>





Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Fire Caused by naked flame or faulty electrical equipment</p>	<p>All staff, Contractors, visitors</p> <p>How? Staff may become trapped leading to excessive smoke inhalation and burns which could result in fatality.</p>	<p> <b>All persons aware of fire procedures</b> All person trained and aware of fire procedures including evacuation and assembly points. Fire fighting equipment must not be used unless the person is trained and feels confident to tackle the fire. Fire drills are conducted at least annually</p> <p> <b>Fire Alarms and equipment maintained, serviced &amp; tested by competent persons</b> Regular checks are undertaken to ensure that alarms and equipment remain suitable for use.</p> <p> <b>Fire exits unobstructed</b> Periodic checks are undertaken to ensure that fire exits remain free from obstructions.</p> <p> <b>Regular Fire Drills Undertaken</b> Regular Fire Drills Undertaken</p> <p> <b>Fire Emergency Call Points Provided</b> Fire Emergency Call Points Provided</p> <p> <b>Fire Risk Assessment</b> A fire risk assessment is carried out by a competent person and is reviewed at suitable intervals.</p>	<p>2 x 7</p> <p> 14</p> <p>Medium</p>
 <p>Gas Appliances Ill health/injury due to gas appliances not being serviced/maintained</p>	<p>All staff</p> <p>All person(s) in the vicinity of the CO leak</p> <p>How? Ill health/injury due to gas appliances not being serviced/maintained. Faulty or poorly maintained gas appliances can leak carbon monoxide you can't see it, taste it or smell it but CO can kill quickly without warning.</p>	<p> <b>Carbon Monoxide detector installed</b></p> <p> <b>Gas appliances installed and maintained in accordance with gas safety regulations 1998</b> All gas appliances are safety checked by a gas safe registered engineer annually.</p>	<p>2 x 8</p> <p> 16</p> <p>Medium</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Manual Handling Handling of paper, files and office equipment</p>	<p>All staff, Management</p> <p>How? Staff risk injuries or back pain from handling heavy/bulky objects, e.g. deliveries of paper.</p>	 <p><b>Heavy items stored on lower shelf level</b> Lighter loads are stored on the top shelves and heavier loads at bottom, where possible. Items used most frequently are placed on the middles shelves to reduce the need to reach or bend for files required.</p>  <p><b>Manual handling training</b> All staff are trained in Manual Handling and instructed to comply with good manual handling techniques. Manual handling refresher training is given, as appropriate.</p>	<p>2 x 5</p>  <p><b>10</b></p> <p>Medium</p>
 <p>Noise levels at 80 enter noise level 85dB(A) Risk of hearing damage due to exposure to excessive levels of noise.</p>	<p>All staff, Contractors, visitors</p> <p>How Many? 8+</p> <p>How? Risk of hearing damage due to exposure to excessive levels of noise while recording taking place.</p>	 <p><b>Noise Risk Assessment Carried Out</b> Noise risk assessment carried out c/w regular measurements to ensure it is kept valid and up to date</p>  <p><b>PPE will be issued to staff on noise assessments outcome. Worn &amp; Kept In Good Condition</b> PPE will be issued, Worn &amp; Kept In Good Condition</p>	<p>2 x 5</p>  <p><b>10</b></p> <p>Medium</p>
 <p>Poor Housekeeping Area/activity may be subject to poor housekeeping, increasing risk of other hazards occurring (i.e. slips, trips and falls)</p>	<p>All staff, Contractors, visitors</p> <p>Staff and visitors</p> <p>How? Poor cable management and cluttered desk areas can lead to restricted walkways and escape routes, people can trip on these items causing cut, bruises, musculoskeletal and other serious injuries.</p>	 <p><b>Good Housekeeping Observed</b> All personal belongings placed carefully under your desk to one side as not cause a hazard. Loose and trailing cables should be removed or suitable covers fitted. Desk area should be kept clean, tidy and free from clutter.</p>  <p><b>Routine Cleaning Undertaken</b> External cleaners regularly attend site and thorough cleaning in place.</p>  <p><b>Spillages cleaned up immediately</b> All spillages in kitchens and at work station should be cleaned up immediately, any electrical equipment effected by the spill should be isolated fro the electrical supply.</p>	<p>1 x 4</p>  <p><b>4</b></p> <p>Low</p>

Hazard	Who could be harmed and how?	Existing controls		Risk rating (L x S)
 <p>Poor Lighting Lighting should be sufficient to enable people to work. Activity may become difficult in low light.</p>	<p>Staff and visitors</p> <p>How? Lighting should be sufficient to enable people to work, use facilities and move from place to place safely and without experiencing eye-strain. Activity may become difficult in low light. The recommended lighting levels in offices are a minimum of 100 lux with the average being 200 lux.</p>	 <p><b>Adequate lighting provided</b> The recommended lighting levels as per hsg38 are: Minimum 100 lux - Average 200 lux</p>  <p><b>Routine lighting monitoring</b> Lighting levels in the office and in the whole premises should be monitored as part of the maintenance program and documented.</p>	 <p><b>Reporting Procedures Followed</b> Poor lighting levels should be reported to the studio manager.</p>  <p><b>Routine Maintenance Undertaken</b> Damaged lighting or poorly lit areas should be identified and a suitable maintenance regime put in place.</p>	<p>2 x 5</p>  <p><b>10</b></p> <p>Medium</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Use of office equipment This could involve the use of Photo Copiers, Shredding Machines, Staplers, and Laminators</p>	<p>All staff</p> <p>How Many? Varies</p> <p>How? Electrical shock, Cuts / Abrasions, skin irritation from toner ink spillages, Flying Debris</p> <p>Impact / Crush / Entanglement injuries</p>	<p> <b>All employees are suitably trained</b> Office equipment must be “fit for purpose”, in good working condition and suitable for use in the environment where it is to be operated.</p> <p>Office equipment should only be used for the task that it is designed for.</p> <p>Office equipment should only be used by operatives who have been suitably trained.</p> <p>All staff should check their office equipment prior to use and report any faults or defects.</p> <p>Faulty or defective equipment should not be used.</p> <p>If guards are provided, they should be engaged and correctly adjusted during use.</p> <p>Never attempt to override guards.</p> <p>Avoid trailing leads, cables, and attachments where they could be tripped over.</p> <p> <b>Equipment maintained &amp; repairs carried out by trained &amp; qualified staff</b></p> <p> <b>Safety Data sheets</b> All Data sheets are up to date and current. Theses are obtained for inks and toners.</p>	<p>2 x 4</p>  <p>8</p> <p>Low</p>



Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Working at Height - Stepladders / Kick Stools</p> <p>This could involve: Accessing office filing and storage on fixed shelving (approximately 1M above average person height) Putting up displays (approximately 1M above average person height) Opening and closing windows / adjusting blinds</p>	<p>All staff</p> <p>How Many? 5+</p> <p>How? Inappropriate use of access equipment</p> <p>Overreaching, stretching etc.</p> <p>Uneven floor causing instability</p> <p>Use of incorrect equipment (desk, chairs, etc.)</p> <p>Causing:</p> <p>Falls from height, falling objects – resulting in broken bones and other physical injuries.</p> <p>Significant head/back injuries</p>	 <p><b>Stepladders are inspected regularly</b></p> <p>Records kept</p>  <p><b>Training provided in the safe use of stepladders and kick stools</b></p>	<p>2 x 5</p>  <p><b>10</b></p> <p>Medium</p>

#### Further control measures

None required

## Supporting evidence

[7686 - The Church Studios 145H Crouch Hill,London N8 9QH.pdf](#)

24/03/2021 -10136082 kb

[ck1.pdf](#)

10/12/2020 -840016 kb

[Certificate - The Church Studios - H&S Induction-Fire Safety Awareness08\\_12\\_2020 17\\_02\\_05.pdf](#)

10/12/2020 -118986 kb

[hsg38.pdf](#)

10/12/2020 -911426 kb

[Certificate - The Church Studios - H&S Induction-Health and Safety Awareness09\\_12\\_2020 10\\_03\\_17.pdf](#)

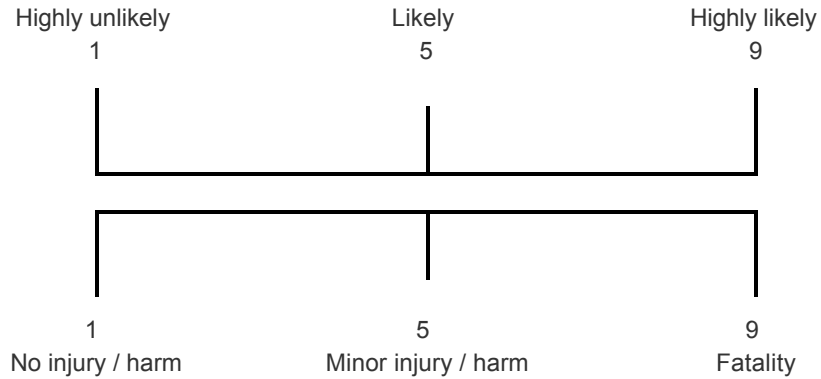
10/12/2020 -118837 kb

[Certificate.pdf](#)

24/03/2021 -1498907 kb

**Risk rating explanation**

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



9	18	27	36	45	54	63	72	81
8	16	24	32	40	48	56	64	72
7	14	21	28	35	42	49	56	63
6	12	18	24	30	36	42	48	54
5	10	15	20	25	30	35	40	45
4	8	12	16	20	24	28	32	36
3	6	9	12	15	18	21	24	27
2	4	6	8	10	12	14	16	18
1	2	3	4	5	6	7	8	9

Probability

Severity

**What do your risk ratings mean?**

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Alys Gibson

Approved by signature: Alys Gibson