

South Parade Baptist Church – Risk Assessment Form: Indoor Area

Club/Group:Venue: Building/ Room:.....

Use form for all rooms/indoor area used – tick box if satisfactory, if not make notes and take action

General cleanliness and tidiness:

Notes:

Lighting

- Lighting is adequate
- Emergency lighting is available

Heating

- Radiators are not too hot

Fire Safety

- Extinguishers in place and inspected (date)
- Evacuation procedure and exit sign in place
- Fire doors in good working order and accessible

General

- Bins are accessible and emptied regularly
- Even/non-slip flooring
- Area is cleared of any obstacles
- Any equipment is secured
- Electric sockets are safe
- Low level glass is safe
- Cleaning chemicals are locked away

Others not on the list:

Completed by:

Date