

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary
Slips, Trips and Falls	All staff and visitors may suffer sprain or fractures if they trip over on the stairs or slip on any tiled areas	<ul style="list-style-type: none"> • Reasonable housekeeping standards are maintained • Doors kept closed when not in use • Trailing cable from machinery managed • Floors, staircases and doors cleaned on a regular basis by the caretaker • Repair and maintenance carried out when necessary • Stairs well lit and hand rails installed • Entrance, corridors and rooms all well lit 	<ul style="list-style-type: none"> • Housekeeping to be discussed at regular committee meetings • Caretaker given the responsibility of maintaining standards within the Masjid • Masjid Manager to carry out 3 monthly inspections to ensure adequate standards are met, if not, immediate remedial action is taken • Instructions give that spillages should be cleaned up and dried immediately
Fire	If trapped in the Masjid all staff and visitors could suffer smoke inhalation and burns	<ul style="list-style-type: none"> • Fire Evacuation procedures displayed at each fire alarm point • Fire drills routinely practised • Exits and Fire Exits clearly marked • Access to exits and extinguishers to be kept clear at all times • Fire alarms maintained and tested through a regular service contract • Waste bin emptied daily by the care taker 	<ul style="list-style-type: none"> • Fire Extinguishers inspected annually • The Masjid Manager to regularly inspect that fire rules are followed a housekeeping standards are maintained to reduce any risks • To train staff on the use of fire extinguishers
Hygiene and Welfare	All staff and visitors could experience general discomfort	<ul style="list-style-type: none"> • Toilets supplied with hot and cold water. Soap and Towels provided. • Washing area provided • Drinking Water area provided 	<ul style="list-style-type: none"> • Masjid Manager to monitor standards of hygiene and the overall performance of cleaners
Smoking	Passive smoking can damage the health of staff and visitors	<ul style="list-style-type: none"> • A strict NO SMOKING policy is enforced throughout the Masjid. Smoking is permitted outside the boundaries of the Masjid building 	<ul style="list-style-type: none"> • Ensure that no smoking signs are clearly displayed within the building • Conform to the No Smoking in enclosed public places legislation effective from the 01.07.07

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary
Environmental comfort factors	Visitors and Staff may feel too cold or suffer from other general discomfort	<ul style="list-style-type: none"> • The Masjid will maintain the building temperature to be comfortable using the air conditioning system • Windows will be opened to provide fresh air as necessary • Plenty of free space to allow for free movement of large groups 	No further action is required