

ACTIVITY IN RETIREMENT (AIR) RISK ASSESSMENT

Date

07.08.2025

Venue

St. Thomas's Church Hall, Henbury, Macclesfield

Activities

Table Tennis is held indoors on Wednesday and Thursday afternoons.

Rooms / areas used

The church hall is used for table tennis. The room is used by other non-AIR groups at other times.

Access to and condition of rooms / areas

The church hall is situated on Church Lane, Henbury, which runs from the main A537 Macclesfield to Knutsford road. There is ample safe parking for all activities in the church car park next to the hall.

Pathways lead from the car park to the entrance to the hall, which are in good condition and flat.

The lobby, the hall and the kitchen are all on the ground floor and are in good condition.

Equipment used

The table tennis tables are stored in a store room adjacent to the main hall. They are wheeled out and set up by members at the start of each session.

PAT testing

Yes, but out of date. Previous tests undertaken in November 2022. PAT testing is not a legal requirement in these circumstances.

The kettles are the only electrical items used by AIR members. A visual inspection by the non-experts undertaking this risk assessment did not lead to any concerns about the kettles.

Fire safety

There are several items of fire equipment situated in the lobby, the hall and the kitchen. They were tested in May 2025 and expire in May 2026. They are within date.

Fire notices are displayed in a clear manner.

There are two fire exits in the hall, one in the kitchen and one via the front door in the lobby.

Public liability insurance

There was no notice of public liability insurance on display.

Stairways and flooring condition

Ground floor only. Good. No issues.

Toilets and kitchens

Good condition. No issues.

Trip hazards

None identified.

Spillages

None identified.

First aid kits

There are three first aid kits in the kitchen, which are well stocked.

Site contacts

Church Secretary Linda Craig

[Tel.No.:](tel:07749453899) 07749 453899

Email: stthomashenbury@aol.com

Church Warden

Post currently vacant.

AIR leaders

There is no leader for this activity. No member wishes to fulfill this role.

Sook Sayers is the contact in the AIR Week Booklet.

The AIR Management Committee should endeavour to recruit a leader for this activity in order that it can be satisfied that the policies and procedures of AIR are understood and implemented.

Leader policy packs

Leader policy packs are now available on the AIR website. Leaders are encouraged to access this online and familiarise themselves with the policies and procedures of AIR.

Frequency of risk assessments

Annual.

Actions

1. Anthony Glynn to email Church Secretary Linda Craig re failure to display Public Liability Notice and expired PAT testing.
2. AIR Management Committee to endeavour to recruit a leader for this activity in order that it can be satisfied that the policies and procedures of AIR are understood and implemented.

Completed by Anthony Glynn and Ann Glynn 07.08.2025

