

**RISK ASSESSMENT FOR ST GEORGE'S CHURCH
CHURCH SERVICES + ALL EVENTS (2018)**

HAZARD/ ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES	RESIDUAL RISK**		
			L	S	DR		L	S	DR
Access to building	Public, Staff + Volunteers	Slips, Trips, bruises, lack of access	3	3	9	<ul style="list-style-type: none"> • Disabled access provided through side door. • There is wheelchair access to the toilets. • Access routes to building (including flagstones, steps, mat in porch) regularly monitored both through 6 monthly checks. Any issues notified to council by Building Group. • Service Warden/Welcome Team to ensure those with mobility issues are assisted on steps/entrance to building. • Sand and salt mix to be spread on footpaths during winter/snow periods. 	1	3	3

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Fire	Public, Staff + Volunteers	Burns Smoke inhalation Physical injury	2	4	8	<ul style="list-style-type: none"> • A Fire RA of church to be drawn up by Building Group. It will be reviewed annually. • Fire extinguishers maintained regularly on an annual maintenance contract. • No smoking or naked flames allowed in building or in churchyard except either for sacramental reasons (e.g. Advent) or where advance agreement of rector/PCC is obtained (e.g. weddings) and a risk assessment of potential hazards has been carried out and steps taken to minimise these. • Staff have mobiles to dial 999. • Service wardens and staff are trained in their responsibilities if a fire breaks out. • All electrical appliances are PAT tested according to their requirements (Double insulated etc.). • Fixed electrical installations (e.g. wiring) checked every 5 yrs. by Buildings group. • Fire exits are kept unobstructed. • An assembly point has been agreed (pavement opposite Arts Centre Ballroom) and staff and Service Wardens are aware. • Staff and Service Wardens to be fully aware of fire evacuation procedures and ensure users of building are informed. • Boiler is regularly serviced by accredited professional. 	1	3	3
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Security	Public, Staff + volunteers	Unknown person gaining access	3	2	6	<ul style="list-style-type: none"> • Door to outside kept manned or locked once service/event begins - part of service warden's duties. • Toilets and all rooms to be checked before church locked at end of session. • Trained service warden on duty at all services and to follow the Service warden duties with regard to security as set out in guidelines. • Where service warden (or nominated replacement) not on duty then church doors to be kept locked during event. • Anyone in church for a non-public event to lock all doors when in the church. • Keys to church signed in and out via Church Office. • Any suspicious behaviour to be reported to Service Warden or staff member who will then assess information and notify police if appropriate. 	1	2	2
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Injuries through use of building – and garden	Public, staff + volunteers	Slips, trips, falls, Sprains, cuts and bruises.	3	3	9	<ul style="list-style-type: none"> • Health and Safety Policy written and reviewed annually by H &S sub group who ensure all aspects of Policy are adhered to. • Public Liability Insurance cover taken out – and all requirements followed. • First Aid kit available (in kitchen). • Staff are First Aid trained. • Service wardens check church at beginning of each service/event to ensure no trailing wire or other hazards. • Event leaders to be notified of step up to lectern and team to monitor area in front to lessen potential trip hazard. • Staff or Service Wardens responsible for cleaning up any spillages immediately. • No public access allowed to restricted areas of church e.g. vestry. • Leaders to be reminded to use correct manual handling techniques when moving/lifting equipment/furniture etc. Short step ladders are available for use with instructions attached. • Ladders are kept locked away and only to be used by those trained and authorised by the Buildings Group. • Climbing on trees, walls and gravestones is not permitted. 	1	3	3
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					<ul style="list-style-type: none"> • Where incidents occur staff to be debriefed after sessions to ensure any incidents are noted and reviewed for future guidance. • All accidents to be written on Accident Report Form and reported to Church Office. • Incidents/accidents to be reported to Local Environmental Health Department as appropriate. • Mobile phones held by leaders to call ambulance as required. • All areas accessed by public, staff and contractors to be kept tidy and free of all potential hazards. • Twice annual inspection of church and churchyard by H + S + Building Group to note any potential hazards or works requiring to be done. Written records to be made with notes of actions lead person for each action. • Where any potential hazard noted in graveyard/garden this is reported to District Council by Building group. • Guide and support dogs only permitted inside the church, and if required approval given by the Rector. 	1	3	3
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Inappropriate behaviour/ Child/Adult Protection/ Safeguarding	Public, staff + volunteers	Emotional upset, physical injury, abuse	3	4	12	<ul style="list-style-type: none"> • All staff and volunteers will be DBS checked according to legal requirements. • Staff and service wardens on duty to be aware of any strangers or inappropriate behaviour – and how to challenge strangers and those whose behaviour becomes inappropriate safely. • Risk assessment to be drawn up, and agreed with the individual, for anyone who attends church and is assessed as potential risk to other attendees. • It is parents' responsibility to take children to toilet but Service Wardens look out for misuse of toilets as part of their duties. • Service warden, or deputy, always situated at back of church during service to be aware of use of toilet and also entrance door. 	1	2	2
Cooking/ food hygiene/ Drink	Public, staff + volunteers	Burns/scalds Food poisoning	2	3	6	<ul style="list-style-type: none"> • Children/YP not allowed in kitchen area unless with adult supervision. • Staff/volunteers to be fully familiar with safe operation of equipment. • Staff member with Food Hygiene level 2 certificate to be responsible for any food preparation, storage etc. • First aid kit and first aid trained member of staff to be available. • Food waste to be disposed of appropriately. • Staff/volunteers to wipe up any spillages immediately. • Food equipment and surfaces to be kept clean • Where hot drinks are supplied; cups should not be filled to top, volunteers/staff to ensure hot drinks are kept away from children. • All chemicals/cleaning agents to be stored in south vestibule (no public access). 	1	2	2

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One off events (internal + external)	Public, staff + volunteers		3	4	12	<ul style="list-style-type: none"> All measures as above to be implemented Event Leaders to be given and to have read and incorporated the "St George's Church Stamford – Conditions relating to use of the main Church Building 2015 " guidelines into all planning and implementation of event. Event leaders to have been given and to have read and incorporated this Risk Assessment into planning and implementation of event Risk Assessment of event to be undertaken prior to event starting. Full review post event/session to evaluate event, adjust procedures and update RA's accordingly. 	3	2	6
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General information about this event: Church Services + All Events.

Points which must be undertaken **prior to attendance** are:

- **Leaders to have read and incorporated the "St George's Church Stamford – Conditions relating to use of the main Church Building 2015 " guidelines into all planning and implementation of sessions and events**
- Leaders to have DBS checks and to have been made aware of RA and St George's Children's Safeguarding policy

Person(s) completing document:	G Woodcock	R Knowles	C Arthey
Signature(s):	<i>G Woodcock</i>		
Position:	NEBOSH H & S Advisor	Assistant Pastor	Operations Manager
Date completed:			
Date for revision: 13/12/2020 or sooner if significant changes are made to the work area or processes			

LIKELIHOOD: (L) = Frequent (5) - Probable (4) – Occasional (3) - Improbable (2) - Remote (1)
 SEVERITY: (S) = Catastrophic (5) - Major (4) - Reportable (3) - Serious (2) - Minor (1)
 DEGREE of RISK: (DR) = Likelihood x Severity

* Numbers used are for illustrative purposes only.

** Residual risk is the level of risk that remains after suitable and sufficient control measures are introduced.