

RISK ASSESSMENT FOR ST GEORGE'S CHURCH
SESSIONS RUN BY THE ADULT PASTORAL TEAM IN 1 Cheyne Lane (2019)

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 main entrance There is wheelchair access to the toilets. A disabled toilet is provided at the front of the building with a pull cord alarm, and a revisable door mechanism to allow the door to open outwards should someone become trapped. Session leaders are to ensure those with mobility issues are assisted up the lane to the building by use of wheelchairs where appropriate. 	1	3	3
Fire	Adults + staff + Volunteers	Burns Smoke inhalation Physical injury	2	4	8	<ul style="list-style-type: none"> Fire extinguishers maintained regularly. Fire drills carried out yearly and amendments to procedure made accordingly. No smoking or naked flames allowed in building. Staff have mobiles to dial 999. Session leaders are to be aware of the evacuation plan, and to ensure those are attending the session are also aware of the evacuation plan. There is a fire alarm to notify all in building of fire. All Electrical appliances are PAT tested according to their requirements (double insulated etc.). Fire exits are marked clearly and kept unobstructed. The Agreed assembly point is St Michaels Church Yard, opposite the library. 	1	3	3
Security	Adults + Staff + volunteers	Unknown person gaining access	3	2	6	<ul style="list-style-type: none"> The front Door to the Lane is to be kept manned, then locked once the session or event begins. Should someone arrive during a session they are to press the bell, and the session leader is to ensure the front door is locked behind them. This also applies to during a session too. E.g a smoking break or some leaves early. Toilets and all rooms to be checked before building is locked at end of sessions and events. Keys to the building signed in and out via the Church Hub. Any suspicious behaviour to be reported to a staff member who will then assess information and notify police if appropriate, Internal door where the session being held to be kept shut. 	1	2	2

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Injuries through use of building	Adults + staff + volunteers	Slips, trips, falls, Sprains, cuts and bruises.	3	3	9	<ul style="list-style-type: none"> • First Aid kits available at the front and back of the building. • Staff are First Aid trained. • No public access allowed to restricted areas of the building or St Michael's car park. • Where incidents occur staff and volunteers 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 the Church Hub. • 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. • Staff and volunteers to clean up any spillages immediately. • Staff and volunteers to be reminded to use correct manual handling techniques when moving/lifting equipment etc. • Staff and volunteers to do Room/equipment check at start of each session to ensure area is free from hazards. 	1	3	3
Inappropriate behaviour/ Adult Protection/ Safeguarding	Adults + 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 the legal requirements. • Staff and volunteers 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 sessions or events, and is assessed as potential risk to other attendees. 	1	2	2
Cooking/ food hygiene	Adults + staff + volunteers	Burns/scalds Food poisoning Allergic reaction	2	3	6	<ul style="list-style-type: none"> • First aid kits + First aid trained staff member to be at hand. • Food waste to be disposed of appropriately after meals. • Food equipment and surfaces to be kept clean. • Food to be stored safely and use by dates adhered to. • Adequate safe drinking water supplied for all. • Food allergies considered when storing and preparing food. • Staff member or volunteer with Food Hygiene level 2 certificate to be responsible for any food preparation. • Lone working in the kitchen is to be avoided wherever possible and at all times when hot food is being prepared and served. 	1	2	2

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Lift	Adults + staff + volunteers	Becoming crushed, trapped or struck or falling from the lift.	3	4	12	<ul style="list-style-type: none"> Staff and volunteers to be trained in the lifts use, and what to do if a person becomes trapped. Only one person permitted to use the lift at a time. Staff and volunteers to have mobile phones, and to be made aware of how to use the lift alarm/telephone. Assistance provided if required by the person(s) using the lift. Lift to be serviced as per serving schedule. 	2	3	6
Shower	Adults + staff + volunteers	Emotional upset, physical injury, abuse	4	3	12	<ul style="list-style-type: none"> Use of the shower to be booked in with the Church Hub to prevent physical injury or a safeguarding issue. Two staff members or volunteers to be present in the building when the shower is in use. At least one of those staff members or volunteers is to be of the same sex as the person using the shower. Staff or volunteers to be aware of what actions to take should a person become trapped or injury themselves while using the shower. Checklist for the control of Legionella's Disease to be completed as per HS policy. Shower is to be run for a short time before use, and mopped down after use. 	2	3	6
One off events (internal + external)	Adults + staff + volunteers		3	4	12	<ul style="list-style-type: none"> All measures as above to be implemented. 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

General information about this event: Events and sessions run by the adult pastoral team

Points which must be undertaken prior to attendance are:

- Staff and volunteers to have DBS checks and to have been made aware of RA and St George's Adult's Safeguarding policy.

Points which must be undertaken after activity are:

- Complete a session review after the activity.
- Debrief of session and venue and RA of event/venue to be amended as required for future activities.

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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: 06/05/2019 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.