

# Risk Assessment

<b>Ministry:</b> Pastoral Care, Fresh Hope, and CAP Sessions.	<b>Assessment Type</b> (Note 1) tick as appropriate	
<b>Location/ Activity:</b> St George's Church Place, 1 Cheyne Lane	<b>Specific</b> <input type="checkbox"/>	<b>Generic</b> <input checked="" type="checkbox"/>
<b>Date/timings (if specific):</b>	<b>Who is at Risk:</b>	
	All Staff + Volunteers: <input checked="" type="checkbox"/>	
	Children/Young People: <input checked="" type="checkbox"/>	
	Parents + Visitors etc.: <input checked="" type="checkbox"/>	

HAZARD/ ACTIVITY	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES (Note 2)	RESIDUAL RISK**		
		L	S	DR		L	S	DR
Access to building	Slips, Trips, bruises, lack of access.	2	3	6	<ul style="list-style-type: none"> <li>• Disabled access provided through main entrance</li> <li>• There is wheelchair access to the toilets.</li> <li>• 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.</li> <li>• Session leaders are to ensure those with mobility issues are assisted up the lane to the building by use of wheelchairs where appropriate.</li> </ul>	1	3	3

Fire	Burns Smoke inhalation Physical injury	2	3	6	<ul style="list-style-type: none"> <li>• Building Fire RA completed and will be reviewed annually.</li> <li>• Fire extinguishers maintained regularly.</li> <li>• Fire alarm and other EM systems tested frequently and annually inspected by authorised personnel.</li> <li>• All Electrical appliances are PAT tested according to their requirements (double insulated etc.).</li> <li>• No smoking or naked flames allowed in building – with the exception of the kitchen when cooking only.</li> <li>• Fire exits are marked clearly and kept unobstructed.</li> <li>• There is a fire alarm to notify all in building of fire.</li> <li>• Staff and volunteers have mobiles to dial 999.</li> <li>• Fire drills carried out yearly and amendments to procedure made accordingly.</li> <li>• Session leaders are to be aware of the evacuation plan, and to ensure those attending the session are also aware of the evacuation plan.</li> <li>• The Agreed assembly point is St Michaels Church Yard, opposite the library.</li> </ul>	1	3	3
Security	Unknown persons gaining access.	2	3	6	<ul style="list-style-type: none"> <li>• The front Door to the Lane is to be kept manned, then locked once the session or event begins.</li> <li>• 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.</li> <li>• Toilets and all rooms to be checked before building is locked at end of sessions and events.</li> <li>• Keys to the building signed in and out via the Church Hub.</li> <li>• Any suspicious behaviour to be reported to a staff member who will then assess information and notify police if appropriate,</li> <li>• Internal door where the session being held to be kept shut.</li> </ul>	1	2	2

Injuries through use of building	Slips, trips, falls, Sprains, cuts and bruises.	2	2	4	<ul style="list-style-type: none"> <li>• First Aid kits available at the front and back of the building.</li> <li>• Staff are First Aid trained.</li> <li>• First Aiders will take steps to prevent cross contamination from blood born viruses prior to administering first aid by completing an initial assessment.</li> <li>• No public access allowed to restricted areas of the building or St Michael's car park.</li> <li>• Where incidents occur staff and volunteers to be debriefed after sessions to ensure any incidents are noted and reviewed for future guidance.</li> <li>• All accidents and incidents (near-miss/undesired circumstance) to be appropriately recorded using the building's accident log/ investigation form and/or using CPOMS as per our policies.</li> <li>• Mobile phones held by leaders to call ambulance as required.</li> <li>• All areas accessed by public, staff and contractors to be kept tidy and free of all potential hazards.</li> <li>• Staff and volunteers to clean up any spillages immediately.</li> <li>• Staff and volunteers to be reminded to use correct manual handling techniques when moving/lifting equipment etc.</li> <li>• Staff and volunteers to do Room/equipment check at start of each session to ensure area is free from hazards.</li> </ul>	1	2	2
Inappropriate behaviour/ Adult Protection/ Safeguarding	Emotional upset, physical injury, abuse.	3	2	6	<ul style="list-style-type: none"> <li>• All staff and volunteers will be DBS checked according to the legal requirements.</li> <li>• Staff and volunteers to be aware of any strangers or inappropriate behaviour – and how to challenge strangers and those whose behaviour becomes inappropriate safely</li> <li>• 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.</li> </ul>	1	2	2

Cooking/ food hygiene	Burns/scalds Food poisoning Allergic reaction	3	2	6	<ul style="list-style-type: none"> <li>• First aid kits + First aid trained staff member to be at hand.</li> <li>• Numbers in the kitchen are to be kept to a minimum</li> <li>• Kitchen door to remain closed at all times.</li> <li>• Food equipment and surfaces to be kept clean.</li> <li>• Food to be stored safely and use by dates adhered to.</li> <li>• Food allergies considered when storing and preparing food.</li> <li>• Staff member or volunteer with Food Hygiene level 2 certificate to be responsible for any food preparation.</li> <li>• Lone working in the kitchen is to be avoided wherever possible and at all times when hot food is being prepared and served.</li> </ul>	2	2	4
Lift	Becoming crushed, trapped or struck or falling from the lift.	2	3	6	<ul style="list-style-type: none"> <li>• Staff and volunteers to be trained in the lifts use, and what to do if a person becomes trapped.</li> <li>• Only one person permitted to use the lift at a time.</li> <li>• Staff and volunteers to have mobile phones, and to be made aware of how to use the lift alarm/telephone.</li> <li>• Assistance provided if required by the person(s) using the lift.</li> <li>• Lift to be serviced as per serving schedule.</li> </ul>	1	3	3
Shower	Emotional upset, physical injury, abuse	3	2	6	<ul style="list-style-type: none"> <li>• Use of the shower to be booked in with the Church Hub to prevent physical injury or a safeguarding issue.</li> <li>• Two staff members or volunteers to be present in the building when the shower is in use.</li> <li>• At least one of those staff members or volunteers is to be of the same sex as the person using the shower.</li> <li>• Staff or volunteers to be aware of what actions to take should a person become trapped or injury themselves while using the shower.</li> <li>• Checklist for the control of Legionella's Disease to be completed as per HS policy.</li> <li>• Shower is to be run for a short time before use, and mopped down after use.</li> </ul>	2	2	4

One off events (internal + external)		3	3	6	<ul style="list-style-type: none"> <li>• All measures as above to be implemented.</li> <li>• Event leaders to have been given and to have read and incorporated this Risk Assessment into planning and implementation of event</li> <li>• Risk Assessment of event to be undertaken prior to event starting.</li> <li>• Full review post event/session to evaluate event, adjust procedures and update RA's accordingly.</li> </ul>	2	3	3
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**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.

Assessor (Note 4)		Operations (Note 4)		Overall Risk Rating (highest risk)
Signature:	<i>J Caseley</i>	Signature:	<i>C Arthey</i>	4
Position:	Ministry Assistant	Position:	Operations Manager	
Date completed:	10/01/2022	Date completed:	10/01/2022	
<b>Operations Assessment Review (Note 4 and 5)</b>				
Date:	<i>J Caseley</i>			Review frequency
Signature:	13/12/2022			Annually

**Risk Management**

All activities have risks associated with them. The purpose of Risk Management is to recognise that risks exist, to identify them to mitigate them and to plan for their possible occurrence. Risk Management can be sub-divided into risk assessment and risk control.

**Risk Management is an ongoing process throughout any activity.**

A risk assessment is a proactive approach to lessen the chance of an untoward event ever happening and is used to identify possible problems and situations that could cause harm. It is designed to identify things or activities which could cause harm (hazards) and the people that may be effected and evaluate the associated risk which is a combination of the probability of the hazard being realized and the consequence of its outcome.

Armed with this information decisions can be made on how the risk is to be mitigated. Safety awareness is essentially common sense and a risk assessment is just a structured approach to something that in everyday life one does automatically.

## Risk evaluation

Once the hazards have been identified the risks associated with each hazard must be evaluated. This must take into account the probability of exposure to the hazard and the consequence of the outcome e.g. how many people could be affected, how severely (see consequences) or the cost

Risk can be recognised and managed by using the formula:  $RISK = PROBABILITY \times CONSEQUENCE$

High	Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Medium	Occasional occurrence.	2	2 Low	4 Med	6 High
Low	Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
<b>Risk Matrix Likelihood X Severity</b>			1	2	3
			Minor injury or illness.	Serious injury or illness.	Fatalities, major injury or illness.
			Low	Medium	High

## Mitigation

If all risk scores on the assessment are 5 or below, the activity can proceed. No action is required, but if the risk can be easily reduced further then it would still be sensible to do so. If some of the initial scores are 6 or higher then further work must be done to reduce the risk:

<b>High</b>	Rigorous scrutiny of control measures required to ensure <a href="#">ALARP</a> , Improve control measures where possible; consider stopping the activity. Conducting activities at this level of risk may require formal approval from the PCC.
<b>Medium</b>	Review control measures and improve if reasonably practicable to do so, consider alternative ways of conducting the activity.
<b>Low</b>	Maintain control measures and review regularly or if there are any changes.

\* Numbers used are for illustrative purposes only. \*\* Residual risk is the level of risk that remains after suitable and sufficient control measures are introduced.

## Notes:

- 1 If using a 'Generic' risk assessment, Assessors and Operations are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are latterly identified they are to be recorded and the Generic assessment updated to a 'Specific' risk assessment.
- 2 Only a reference to a simple description of the control measures is required. If the existing control measures reduce the risk to [ALARP](#) and the residual risk is considered not to be significant then no further assessment should be needed for the risk relating to that hazard.

- 3 If the risk assessment identifies the need for additional control measures, the risk relating to that hazard and any other hazards affected by the change will need to be reassessed once the additional controls have been implemented.
- 4 Assessors are to note that they are responsible for production of the risk assessment and that by completing this section they acknowledge ownership of the risk and that the risk assessment is suitable and sufficient.
- 5 Risk Assessments are to be reviewed:
  - at a frequency proportional to the risk (e.g. high risk – 6 monthly; medium risk – annually; low risk – every 2 years)
  - if there is reason to doubt the effectiveness of the assessment.
  - following an accident or near miss.
  - following significant changes to the task, procedure, person at risk or staff.
  - following the introduction of more vulnerable persons.