

# Risk Assessment

<b>Ministry: N/A</b>	<b>Assessment Type</b> (Note 1) tick as appropriate	
<b>Location/ Activity:</b> St George's Church Hub, 27-29 St George's Street.	Specific <input type="checkbox"/>	Generic <input checked="" type="checkbox"/>
<b>Date/timings (if specific):</b>	<b>Who is at Risk:</b>	
	All Staff + Volunteers: <input checked="" type="checkbox"/>	
	Clients: <input checked="" type="checkbox"/>	
	Public + Visitors etc.: <input checked="" type="checkbox"/>	

HAZARD/ ACTIVITY	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES (Note 2)	RESIDUAL RISK**		
		L	S	DR		L	S	DR
Slips, Trips & Falls	Narrow stairs, Electrical cables, boxes, deliveries, and other materials left on floor.	3	2	6	<ul style="list-style-type: none"> <li>• Staff are to be fully familiar with the layout of building. Particular caution is to be noted on narrow and steep stairways.</li> <li>• All cable and IT equipment is to be located, securely on desks and as close to walls as possible.</li> <li>• Walk-ways, stairways to be kept clear at all times. People should not be permitted to pass on the stairways – single file traffic only.</li> <li>• Deliveries to be kept centrally, against walls and not dispersed wherever possible.</li> <li>• All visitors are to be 'booked-in' and warned of local 'hazards' before proceeding through the building.</li> <li>• All visitors are to be chaperoned which may mean being left in the central meeting/kitchen area, waiting for their host, or delivered through the building to their host.</li> <li>• First Aid kit available.</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> </ul>	1	2	2
Striking head	Head injuries on low beams.	3	2	6	<ul style="list-style-type: none"> <li>• Likelihood figure is based upon anyone taller than 5'10" visiting the top floor only.</li> <li>• Staff aware through familiarisation and orientation, visitors to be briefed, where applicable and chaperoned accordingly</li> <li>• All lighting must be activated when traversing through the building.</li> <li>• Avoid lone working on top floor wherever possible.</li> </ul>	1	2	2

Aggressive member of public /Security	Verbal abuse, Threats of violence or physical abuse. Theft.	2	3	6	<ul style="list-style-type: none"> <li>• All staff to be briefed on the Crisis Management response document and test drills to be conducted.</li> <li>• Use the 'notification' alarm as a safeguard (internal audible system which all staff know to assist at front entrance)</li> <li>• Staff aware of public facing role and the need to remain calm in the event of a situation. Not to react but listen and wait for colleagues /others in building to come and support.</li> <li>• In the event of an occurrence, staff are to receive immediate counselling and follow up meeting the next time they attend work from their line manager. A review including learning's to be carried out by the Leadership Team.</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>• All visitors to be signed in to building and to be accompanied at all times. Visitors who present a potential risk to themselves or staff must not be left alone whilst in the building.</li> <li>• Staff to keep personal belongings out of public view.</li> <li>• Pastoral staff to keep front line Hub staff up to date with high level status of regular clients visiting the Hub so their response can be appropriate and safe.</li> </ul>	1	3	3
Lone Working	Being left undiscovered after an accident or incident.	2	3	6	<ul style="list-style-type: none"> <li>• Lone working is to be avoided wherever possible</li> <li>• Staff should collectively leave and secure the building and the end of the working day and not leave a colleague working late, if at all possible.</li> <li>• Front door to be kept locked when only one person in building. All staff careful to ensure this is not left open on the latch when leaving.</li> <li>• All Staff to be fully conversant with opening and lock-up procedure of the building, (lights, alarm).</li> <li>• All staff to carry mobile phone at all times in the building where possible.</li> <li>• A minimum of 2 staff are required to keep the Hub open, including at least one on the ground floor. If this is not possible the Hub to be closed (even within normal working hours) until more resource available.</li> <li>• An access control system is provided for the front door with CCTV and an intercom for dealing with any unknown persons or enquires if the Hub is not able to be staffed safely.</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>• Linked Smoke Detectors 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.</li> <li>• Fire exits are marked clearly and kept unobstructed.</li> <li>• Leaders have mobiles to dial 999.</li> <li>• Fire drills carried out yearly and amendments to procedure made accordingly.</li> <li>• The Agreed assembly point is the Pavement opposite 42 High St (Currently A Charity Shop)</li> <li>• All combustible material such as boxes and waste from bins are removed at the end of the working day, or as soon as reasonably practicable.</li> </ul>	1	3	3
Safeguarding /Confidentiality	Disclosure, emotional upset, abuse	3	2	6	<ul style="list-style-type: none"> <li>• Meeting rooms to be used for confidential discussions face to face.</li> <li>• Staff to be aware whether visitors in building when discussing personal or confidential information over telephone or amongst themselves and to use discretion, shutting doors as required.</li> <li>• Confidential information to be kept securely in locked cabinets when not being used. Data Protection regulations to be adhered to at all times.</li> </ul>	1	2	2

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

- All staff are to be fully familiar with this and all other RA's for the HUB (staff records to be annotated accordingly)
- All points from the Fire Risk Assessment are to be considered and actioned within the first months of occupation (as far as reasonably practicable – Time/Cost etc) and all points from the Lincolnshire Fire Safety Inspection are to be actioned, as recommended in the respective report.

Assessor (Note 4)		Operations (Note 4)		Overall Risk Rating (highest risk)
Signature:	<i>J Caseley</i>	Signature:	<i>C Arthey</i>	3
Position:	Ministry Assistant	Position:	Operations Manager	
Date completed:	02/03/2022	Date completed:	02/03/2022	
<b>Operations Assessment Review (Note 4 and 5)</b>				
Date:	13/12/2022			Review frequency
Signature:	<i>J Caseley</i>			6-monthly or sooner

**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 X 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 hazard s 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.