

**Stephen Lawrence Building Risk Assessment**

<b>Stephen Lawrence Building Risk Assessment</b>						
Company	Grace Church Greenwich		Date	04.04.2023		
Venue Address	Stephen Lawrence Building, London SE10 9HX		Completed by	Jono Pick	Signature	
Persons responsible for reviewing			Review date	December 2023		
<b>Hazard</b>	<b>Risk</b>	<b>People at risk</b>	<b>Control measures in place</b>	<b>Further actions</b>	<b>By who?</b>	<b>By when?</b>

<p>Hot water for refreshments</p>	<p>Attendees being scalded by hot water being spilt.</p>	<p>Setup/setdown teams, congregation attendees</p>	<p>The Grace Church urn is clearly labelled to warn people: to not carry the urn with hot water inside it; to empty it from its tap and <i>not</i> from the top of it.</p> <p>Water will be heated in the urn upstairs away from where the children are signed into Sunday School and crèche downstairs. After the service, water from the urn will be transported in closed lid thermos flasks via the lift (and not the stairs) to a table on the ground floor from which hot drinks will be served.</p>	<p>Those serving tea and coffee will be reminded of this procedure periodically as deemed necessary.</p>	<p>Jono Pick/ Ops Manager</p>	<p>Ongoing</p>
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<p>Children running around at the end of the service</p>	<p>A child running into something like a table or cabinet, a child tripping and falling over</p>	<p>Children</p>	<p>Once children have been collected from Sunday School and signed out on RollCall, the parents will be responsible for supervising and ensuring the safety of their children.</p> <p>A First Aid Kit is always available in the Sunday School and crèche rooms in case of injury.</p>	<p>Service leader will close with a reminder for parents about this responsibility periodically as deemed necessary.</p>	<p>Jono Pick</p>	<p>Ongoing</p>
<p>Unloading and loading van or cars with GCG equipment</p>	<p>Injury through carrying or dropping heavy loads</p>	<p>Any person who helps with setup or setdown</p>	<p>Only those who are physically able carry heavier items (like the clear boxes) and the trolley will be used for the heaviest boxes (like the PA boxes).</p>	<p>Regularly remind anyone helping of these control measures</p>	<p>Jono Pick</p>	<p>Ongoing</p>

Cables for wires at front of the lecture theatre	People catching wires with their foot and falling over or pulling heavy speakers over which could land on others	Church attendees walking across or around the front of the lecture theatre	Cables are gathered together by our cable ties and covered with our rubber protector if and when the cables need to cross the walkway.	Those who serve on the PA rota will be reminded of this periodically.	Jono Pick	Ongoing
Open windows in the lecture theatre	Falling out of an open window	Children	Windows are only open when it's safe to do so (when there is a service leader/PA operator/musician at the front able to supervise them).	The Ministry Team will be asked to be enforcers of this at an annual health and safety briefing each September.	Jono Pick	Ongoing
Transmission of infection or disease	Infection or disease being passed to others at church	All church attendees	Hand sanitiser will be available each week for the service, for crèche and for Sunday School. For communion, hand sanitiser will be used by those serving it and all taking communion. Those folding and distributing service sheets will use hand sanitiser. Those distributing Bibles will use hand sanitiser.	The Ministry Team will be asked to be enforcers of this at an annual health and safety briefing in September.  Communion Leaders will be reminded of their responsibilities periodically as deemed necessary.	Jono Pick	Ongoing

<p>Stephen Lawrence Building staircase</p>	<p>People falling down the staircase, children leaning over the staircase</p>	<p>Children and those who are infirm</p>	<p>For the infirm there is a lift available instead which is signposted.</p> <p>Children will be brought downstairs by their parents to be signed into Sunday School and collected from there by their parents who are then responsible for ensuring their safety on the staircases.</p>		<p>Jono Pick</p>	<p>Ongoing</p>
<p>Fire in the building</p>	<p>People injured or killed by not escaping the fire</p>	<p>All church attendees</p>	<p>If the fire alarm sounds, everyone (those in the main service, in Sunday School and in crèche) will exit the building immediately and directly via the green running man signs leading to the assembly point (which is College Way, just to the north of the Stephen Lawrence Building still within the Naval College).</p> <p>For those who cannot use the stairs to get from the first floor to the ground floor due to impaired mobility, there</p>	<p>The designated Fire Marshall will organise a yearly notice in the Sunday services to inform all attendees of this procedure.</p>	<p>Jono Pick</p>	<p>Ongoing</p>

			<p>is a safe area marked by an "R" opposite the lift on the first floor. There are instructions on the sign in that space.</p> <p>Having checked the spaces Grace Church uses (including the toilets), the Fire Marshall will confirm to the Naval College Fire Officer (indicated in a high visibility jacket) whether anyone from our group is still in the building.</p> <p>The congregation won't re-enter the building until informed by the Fire Officer that it's safe to do so. If we cannot re-enter the building, Sunday School and crèche children will be signed out on RollCall to their parents from this assembly point.</p> <p>If a fire is discovered in the building, someone will sound the alarm by pressing the glass on</p>			
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			one of the red box fire alarms and calling the fire brigade when it's safe to do so.			
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