

**Canada Water Library Risk Assessment**

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Company	Grace Church Greenwich		Date	29.12.2023		
Venue Address	Canada Water Library, 21 Surrey Quays Rd, London SE16 7AR		Completed by	Jono Pick	Signature	
Persons responsible for reviewing			Review date	December 2024		
<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>

Hot water for refreshments	Attendees being scalded by hot water being spilt.	Setup/setdown teams, congregation attendees	If used, the Grace Church urn will be 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.		Jono Pick & Michaela May	Ongoing
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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 &amp; Michaela May</p>	<p>Ongoing</p>
<p>Unloading equipment for the service</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.</p>	<p>Regularly remind anyone helping of these control measures. The heaviest boxes will also be clearly labelled with a warning that they are heavy.</p>	<p>Jono Pick &amp; Michaela May</p>	<p>Ongoing</p>

Cables for wires at front of the theatre	People catching wires with their foot and falling over	Church attendees walking across or around the front of the lecture theatre	Cables are gathered together by cable ties and covered with a rubber protector or taped down if and when the cables need to cross a walkway.	Those who serve on the PA rota will be reminded of this periodically as deemed necessary.	Jono Pick & Michaela May	Ongoing
Transmission of infection or disease	Infection or disease being passed to others at church	All church attendees	For communion, hand sanitiser will be used by those serving it and all taking communion.	Communion leaders will be reminded of their responsibilities periodically as deemed necessary.	Jono Pick & Michaela May	Ongoing
Fire in the building	People injured or killed by not escaping the fire	All church attendees	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 Deal Porter Square, just outside the main entrance of the Library).  If anyone unable to use stairs is upstairs when the fire alarm sounds	The designated Fire Marshall will oversee a yearly drill in a Sunday service to inform all attendees of this procedure.	Jono Pick & Michaela May	Ongoing

			<p>(which is very unlikely since all our groups meet on the ground floor), there are refuge areas with call points by two protected staircases.</p> <p>Having checked the spaces Grace Church uses (including the toilets), the designated Fire Marshall will confirm to the fire brigade whether anyone from our group is still in the building.</p> <p>The congregation won't re-enter the building until informed 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 one of the red box fire</p>			
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			alarms and calling the fire brigade when it's safe to do so.			
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