

King William Court Risk Assessment

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Risk Assessment for			Risk assessment undertaken by			
Company	Grace Church Greenwich		Date	29.12.2023		
Venue Address	King William Court, London SE10 9NN		Completed by	Jono Pick	Signature	
Persons responsible for reviewing	Jono Pick		Review date	December 2024		
Hazard	Risk	People at risk	Control measures in place	Further actions	By who?	By when?

Hot water for refreshments	Members being scalded by hot water being spilt	Setup/setdown teams, church attendees	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.		Jono Pick	Ongoing
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Children running around at the end of the service	A child running into something like a table or cabinet, a child tripping and falling over	Children	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. A First Aid Kit is always available in the Sunday School and crèche rooms in case of injury.	Service leader will close with a reminder for parents about this responsibility periodically as deemed necessary.	Jono Pick	Ongoing
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<p>Tables and chairs in the room where crèche happens</p>	<p>A child walking or running into one of these objects and hurting themselves</p>	<p>Crèche-aged children</p>	<p>Each week a plastic fence that spans the width of the room is set up to keep the children away from these tables and chairs which are piled on the side of the room with the projector screen.</p>		<p>Jono Pick</p>	<p>Ongoing</p>
<p>Unloading and loading van or cars with Grace Church 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 some of the clear boxes) and the trolley will be used for the heaviest boxes (like the main PA box).</p>	<p>Those helping will be regularly reminded of these control measures. The heaviest boxes will also be clearly labelled with a warning that they are heavy.</p>	<p>Jono Pick</p>	<p>Ongoing</p>

Cables for wires at the 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 tidily grouped together with cable ties and covered with our rubber protectors when they need to cross the walkway.	Those who serve on the PA rota will be reminded of this periodically as deemed necessary.	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 (i.e. when there is a service leader/PA operator/musician at the front able to supervise the windows).	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	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	Ongoing
King William Court staircases	People falling down the staircase, children leaning over the staircase	Children and those who are infirm	For the infirm there is a lift available instead which is signposted. For children, the Sunday School leaders bring the children down the back staircase which leads	Children's Worker has been asked to enforce this Sunday School procedure.	Jono Pick	Ongoing

			<p>straight to the Sunday school classrooms. Children will not run ahead of the leaders and the leaders will spread themselves out amongst the children with one adult at the front and back. The leaders will stop when necessary to allow the slower children to catch up so that large gaps do not appear in the line. After Sunday School, the children are collected from the classroom by their parents who are responsible for ensuring their safety on the staircases from then on.</p>			
Fire in the building	People injured or killed by not escaping a fire	All church attendees	<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 on the big patch of grass just to the west of King William</p>	<p>The Fire Marshall will organise a yearly drill for a Sunday service to inform all members of this procedure.</p>	Jono Pick	Ongoing

			<p>Court still within the Naval College).</p> <p>There is also an area called "King William South Third Floor Refuge 318". Those with impaired mobility can wait in this area whilst arrangements are made to assist them down the stairs.</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 Naval College Fire Officer that it's safe to do so. If we cannot re-enter the building, Sunday School and crèche children will be</p>			
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			<p>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 alarms and calling the fire brigade when it's safe to do so.</p>			
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