

Eltham College Risk Assessment

Risk Assessment for							Risk assessment undertaken by				
Company		Grace Church Greenwich			Date		02.12.24				
Venue Address		Eltham College Grove Park Road, London, SE9 4QF			Completed by		Michaela May		Signature		
Persons responsible for reviewing		Michaela May			Review date			December 2025 <i>Michaela May</i>			
Hazard	Risk		People at risk		Control measures in place		Further actions		By who?		By when?

Hot water for refreshments	People being scalded by hot water being spilt	Setup/setdown teams, church attendees	If the Grace Church urn is being used (which it usually isn't as Eltham College provide an urn which they fill before we arrive and empty after we leave), it 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.		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, a child being hit by a car on the roads within the school grounds</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>Michaela May</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>Michaela May</p>	<p>Ongoing</p>

Cables for wires at front of chapel	People catching wires with their foot and falling over	Church attendees walking across the front of the chapel	Cables are tidily grouped together with cable ties and covered with our rubber protectors when they need to cross the walkway.	Musicians involved with setting up wires will be reminded of this periodically as deemed necessary.	Michaela May	Ongoing
Children leaving the Sunday School group without adult supervision	Children being hit by a car on the roads within the school grounds	Children	A Sunday School leader or helper will check the amount of children at registration and make sure that number remains throughout the session.	Children's Worker has been asked to enforce this Sunday School procedure	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.	Michaela May	Ongoing

<p>Fire in the building</p>	<p>People injured or killed by not escaping a 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 buildings immediately and directly via the nearest exit to the assembly point (which is on the field in the front of the main school building).</p> <p>Having checked the spaces Grace Church uses (including the toilets), the Fire Marshall will confirm to the Eltham 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 Eltham College 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</p>	<p>The Fire Marshall will organise a yearly drill for a Sunday service to inform all members of this procedure.</p>	<p>Michaela May</p>	<p>Ongoing</p>
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			<p>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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