

King William Court Risk Assessment

| | | | | | | |
|---|-------------------------------------|-----------------------|----------------------------------|------------------------|----------------|---------------------|
| King William Court Risk Assessment | | | | | | |
| | | | | | | |
| Risk Assessment for | | | Risk assessment undertaken by | | | |
| Company | Grace Church Greenwich | | Date | 07/06/2024 | | |
| Venue Address | King William Court, London SE10 9NN | | Completed by | Michaela May | Signature | <i>Michaela May</i> |
| Persons responsible for reviewing | Michaela May | | 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. | | Michaela May | Ongoing |
|----------------------------|--|---------------------------------------|---|--|--------------|---------|

| | | | | | | |
|--|--|---|--|---|---------------------|----------------|
| <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 space 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 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. | Michaela May | Ongoing |
| Open windows in the lecture theatres or SS breakout space | Falling out of an open window | Children | <p>Windows are only open in the service lecture theatre 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).</p> <p>Sunday School leaders also enforce a rule that windows are to kept closed in the Sunday School lecture theatre and breakout space throughout their session. There will also be a sign on the window in the breakout space.</p> | <p>The Ministry Team will be asked to be enforcers of this at an annual health and safety briefing each September.</p> <p>The Children's Worker has been asked to enforce this Sunday School procedure.</p> | 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 |
| Main 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. Outside of Sunday School, parents are responsible for ensuring the safety of their children on these staircases. | | Michaela May | Ongoing |
| Staircases within the Sunday School lecture theatre | Children running on the stairs and injuring themselves by falling | Children | Sunday School leaders enforce a rule that children aren't to use these stairs. | The Children's Worker has been asked to enforce this Sunday School procedure. | Michaela May | Ongoing |
| Fire in the building | People injured or killed by not escaping a 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 on the | The Fire Marshall will organise a yearly drill for a Sunday service to inform all members of this procedure. | Michaela May | Ongoing |

| | | | | | | |
|--|--|--|---|--|--|--|
| | | | <p>big patch of grass just to the west of King William 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,</p> | | | |
|--|--|--|---|--|--|--|

| | | | | | | |
|--|--|--|---|--|--|--|
| | | | <p>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 alarms and calling the fire brigade when it's safe to do so.</p> | | | |
|--|--|--|---|--|--|--|