

**Canada Water Library Risk Assessment**

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Company	Grace Church Greenwich		Date	14.04.2023		
Venue Address	Canada Water Library, 21 Surrey Quays Rd, London SE16 7AR		Completed by	Jono Pick	Signature	
Persons responsible for reviewing			Review date	December 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>

Hot water for refreshments	Attendees being scalded by hot water being spilt.	Setup/setdown teams, congregation attendees	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	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	<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>	Service leader will close with a reminder for parents about this responsibility periodically as deemed necessary.	Jono Pick	Ongoing
Unpacking/unloading equipment for the service	Injury through carrying or dropping heavy loads	Any person who helps with setup or setdown	Only those who are physically able carry heavier items.	Regularly remind anyone helping of these control measures	Jono Pick	Ongoing

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.	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
Library staircase	People falling down the staircase, children leaning over the staircase	Children and those who are infirm	For the infirm there is a lift available (although the service happens on the ground floor anyway).  For children, the Sunday School leaders bring the children up the staircase	Children's Worker will enforce this Sunday School procedure	Jono Pick	Ongoing

			<p>to the Sunday School classroom. 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 catch up so that large gaps do not appear in the line.</p> <p>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 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	The designated Fire Marshall will organise a yearly notice in the Sunday services to inform all attendees of this procedure.	Jono Pick	Ongoing

			<p>outside the main entrance of the Library).</p> <p>Having checked the spaces Grace Church uses (including the toilets), the Fire Marshall will confirm to the Library Fire Officer whether anyone from our group is still in the building.</p> <p>The congregation won't re-enter the building until informed by the Library 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 one of the red box fire alarms and calling the fire brigade when it's safe to do so.</p>			
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