

Eltham College Risk Assessment

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Risk Assessment for			Risk assessment undertaken by			
Company	Grace Church Greenwich		Date	28.12.22		
Venue Address	Eltham College Grove Park Road, London, SE9 4QF		Completed by	Jono Pick	Signature	
Persons responsible for reviewing	Jono Pick		Review date		December 2023	
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.		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, a child being hit by a car on the roads within the school grounds	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
Unloading and loading van or cars with Grace Church equipment	Injury through carrying or dropping heavy loads	Any person who helps with setup or setdown.	Only those who are physically able carry heavier items (like the clear boxes) and the trolley will be used for the heaviest boxes (like the PA boxes).	Regularly remind anyone helping of these control measures	Jono Pick	Ongoing
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 protector when they need to cross the walkway.	Musicians involved with setting up wires will be reminded of this periodically as deemed necessary.	Jono Pick	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	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
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 buildings immediately and directly via the nearest exit to the assembly	The Church Coordinator will organise a yearly notice in the Sunday services to inform all members of this procedure.	Jono Pick	Ongoing

			<p>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 then 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 their parents from this assembly point.</p> <p>If a fire is discovered in the building, someone will sound the alarm by breaking the glass on one of the red box fire</p>			
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			alarms and calling the fire brigade.			
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