

Risk Assessment for those accessing St Anne's and St Andrew's 125 Salusbury Road London NW6 6RG

Date: February 2018

Review Date: February 2019 with regular staff monitoring throughout the year

Related Policies:

1. Letting Policy
2. Safeguarding Policy – *with consent addendum*
3. Health and Safety Policy
4. Equal Opportunities Policy
5. Fire Evacuation Policy
6. First Aid Policy
7. Complaints Policy
8. Grievance Policy
9. Behaviour Policy
10. Photo Policy
11. Signage and display of material

All Policies are available on the website or from the Administrative Office

Areas Assessed – Rotunda.

This is a risk assessment for those who are using the rotunda for a public event, group or training session.

This assessment lists common risks to all those who use this space.

Each User is responsible for carrying out their own assessment of risk for their particular event or purpose which may include those common things, or may include additional items relating for your activity. For example, in general candles are not used in the rotunda so this is not counted as a potential risk. However if for your event you are using candles, you need to add this to your individual assessment. If you access other areas, say the buggy park area, you must also include this. All risk assessments must be completed prior to a booking taking place. For Regular bookings, a risk assessment may be completed annually and then reviewed.

What is the Hazard?	Who might be harmed and how?	What are we doing already?	Do we need to do anything else to control the risk?	Action by who?	When will be do it?
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages. Ground in play area and buggy park is on 3 different levels.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. When cables are in used they are covered or moved out of access.	Ensure spills or risks are reported immediately and dealt with immediately. Ensure changes in height of surfaces is clearly labeled.	Mo C All Users	Constant Vigilance
Self-closing doors and jamming	Staff and visitors may catch fingers or toes in self-closing doors	Warning signs, and pull/push signs installed. All children to be supervised.	Jam guards installed on high risk doors in nursery and rotunda	Joint Council	September 2018
Multiple access There is often more than one activity or group hosted in the building at a given time	Visitors for one group may be able to access other groups without permission. Toilet areas are public and used by all age groups.	Inform all user groups to stay in designated areas. Careful movement throughout the building. Locking off areas not in use. Toilet area monitored when used by children and vulnerable adults.	Ensure all new groups are aware of risk. Annual risk reminder to groups.	Joint Council	September 2018

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		CCTV monitoring of movements in and out of building.			
Open plan	Visitors or Users can access some public areas of the building unannounced. Unwanted guests can hide in public areas. Children and Vulnerable adults may be able to leave an assigned group and move to another space if unsupervised.	Lock all storage areas. CCTV monitoring of movements in and out of building. Constant Vigilance by group leaders. Doors closed between areas when groups in progress.	Staff and group leaders easily identifiable.	Constantly remind all leaders	
Multi use toilets	When church is open, toilets are public toilets and can be used.	Church locked with only children's groups in building. Supervising toilet area when door open and multiple groups in.	Signage to indicate public are and to be vigilant.	Admin	
Lift access	Lift to first floor easily accessed – therefore escape route for young children.	Lift door blocked during playgroups. Lift out of order barrier available for use when servicing undertaken.	Install childproof guard on lift button.	JC	

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	Lift doors closing on persons using lift to move between floors.				
Moving furniture	Injury to staff and visitors moving furniture around. Damage to building through movement of furniture.	Trolleys used for heavy furniture and multiple Chairs Chairs only to be lifted one at a time. Advise staff to be careful when lifting and bending,	Display lifting and bending posters.	Admin	Sept 2018
Kitchen access	Injury from access to hot water and kettles/urn. Injury from sharp objects	Only Authorised persons to use kitchen. Children are not allowed in this area.			
Use of dirty crockery or utensils	Staff or visitors may use cups or plates which a previous group have not cleaned to a high enough standard.	Cups and public kitchen items regularly sterilised. Benches cleaned daily. Signage to remind group users to clean things they use. Tea towels and cloths replaced and monitored regularly.	Install sterilising dishwasher in the downstairs rotunda kitchen.	JC	Jan 2019
Food hygiene	While most food only served; some may contain	Signs about allergens displayed.	Ensure those letting kitchen are aware of food hygiene	Admin	June 2018

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	allergens; poor hygiene may have been in place where food was prepared. Food touching surfaces in kitchen may be contaminated. Food may be out of date.	Food prepared off premises unless Food certificate provided. All surfaces cleaned with antibacterial daily. All food dates checked weekly.	requirements - letting policy to be adapted.		
Safe Guarding	Large number of children and adults in building. Large number of vulnerable adults. Public access to building.	Each church and JC have safe guarding policy. All users working with children required to provide copy of their safeguarding policy. Safety Officer Details displayed. Relevant staff DBS checked.	Constant vigilance Regular Checks in place	Mo C	
Fire	Staff and visitors to the building if fire were to start.	Fire Access Labelled. Annual Fire Check undertaken. Fire exists regularly checked for access. Fire Alarm regularly checked and serviced.	Weekly fire test consistently carried out	Mo C	

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		Fire Evacuation plan displayed.			
Food Allergies	Multiple users and groups accessing kitchen, sharing food bought in from home often. Some people may be unaware of their allergies.	Posters indicating that food may contain allergens displayed. Food only served not cooked. Monitoring when children present.	Add food safety and allergies clause to letting contracts	Mo C	Sept 2018
Overcrowding - building capacity	Too many people in the building at one time may put people in risk of crushing, or stop all people fleeing if there were to be a fire or other threat.	Maximum capacity included on all letting agreements. Full sign available for playgroups and other 'drop in' groups when capacity is reached. Staff member on site for all major events to monitor safety.	Amend letting contract for concerts to ensure capacity covered.	Mo C	Sept 2018
Aggressive or abusive visitors	Church is a public building and door is open during the day and for large public events. There are times when aggressive or abusive visitors may enter the building placing	CCTV on all entrances. Building only unlock when more than 2 staff present.	Write and implement a 'difficult visitor' policy and guidelines for use by all groups	Mo C	July 2018

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	staff and visitors at risk.				
Theft of personal belongings	Church is a public building and door is open during the day and for large public events. Thieves can enter the building, or those in building can opportunistic in stealing belongings of others	Offices locked when not in use. Sign saying building is unlocked in on door. CCTV installed and signs up to indicate this.	Sign to indicate people should take care of their personal possessions (as recommended by the police)	Mo C	April 2018
Freedom of speech and Dangerous ideas	While and public building and free speech encouraged; visitors to public events may express offensive or dangerous ideas.	Group leaders responsible for 'policing' discussion. Clear letting policy in place. Staff member attends any unfamiliar bookings.	Nil		
Unauthorised photography or filming	Staff or visitor may have photo's taken against their will.	Photograph policy in place. Church of England filming policy enforced in building. Permission sort if photo's to be taken and consent recorded if used.	Nil		

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Terror Threat	Staff or visitor may be at risk of attack by unknown threat.	Follow police and advice for public building re current terror threat level.	When appropriate inform users of Terror threat advice		
Night Access and Security	Staff or visitor may be at greater safety risk using the building at night.	Door stairs doors operate on doorbell system, or door monitor after dark and for evening meetings. Users are advised to only let those they know and are expecting into the building. Staff on site when more than 2 bookings to let in vas this system.			
Additional Risk					
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