

## **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**

1. **Children's Play area and Buggy Park**
2. **Carpark entrance, Hallway and Toilets**
3. **Rotunda**
4. **Church**
5. **Meeting Rooms and Library**
6. **Offices**
7. **Chapel**
8. **Nursery** (for use outside of nursery times) NOTE – Nursery has completed separate risk assessment for their hours of operation

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?
<b>Slips and trips</b>	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
<b>Self-closing doors and jamming</b>	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
<b>Multiple access There is often more than one activity or group hosted in the building at a given time</b>	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	<b>September 2018</b>

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		CCTV monitoring of movements in and out of building.			
<b>Open plan</b>	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	
<b>Multi use toilets</b>	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	
<b>Lift access</b>	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.				
<b>Moving furniture</b>	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
<b>Kitchen access</b>	Injury from access to hot water and kettles/urn. Injury from sharp objects				
<b>Use of dirty crockery or utensils</b>	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
<b>Food hygiene</b>	While most food only served; some may contain allergens;	Signs about allergens displayed.	Ensure those letting kitchen are aware of food hygiene	Admin	June 2018

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	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.		
<b>Chemical access</b>	Access to cleaning chemicals such as bleach and floor cleaner	Only household cleaning products kept on site. All cleaning in two cupboards in adult areas.	Label areas where bleach and other chemicals stored. Child safety Lock placed on cleaning cupboard in kitchen.	JC	June 2018
<b>Safe Guarding</b>	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 there safeguarding policy. Safety Officer Details displayed. Relevant staff DBS checked.	Constant vigilance Regular Checks in place	Mo C	
<b>Fire</b>	Staff and visitors to the building if fire were to start.	Fire Access Labelled. Annual Fire Check undertaken.	Weekly fire test consistently carried out	Mo C	

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		Fire exists regularly checked for access. Fire Alarm regularly checked and serviced. Fire Evacuation plan displayed.			
<b>Food Allergies</b>	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
<b>Asbestos</b>	Staff and visitors may have contact with Asbestos.	Asbestos survey completed.	No		
<b>Soul Workers</b>	Staff and Group leaders may be alone in building.	When less than 2 people in building; all doors locked and doorbell sign on. Unknown people not to be allowed accessed if staff on their own. All staff to carry mobile phone with them if working alone to allow them to call for help if needed.	Ensure all staff have mobile phone when working alone. Ensure clause in letting contract	Mo C	Sept 2018

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<b>Candles</b>	Staff or visitors may burn themselves on candles. Candles left burning may start a fire.	Candles are all out of child reach. Fire Extinguish in areas where candles are used. When used in public events written and verbal warnings given. Ensure candles are extinguished when leaving the building	<b>no</b>		
<b>Overcrowding - building capacity</b>	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
<b>Aggressive or abusive visitors</b>	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	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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	the building placing staff and visitors at risk.				
<b>Stairs</b>	Staff or visitors may fall on stairs. Young children may climb stairs and fall. Stairs are in public access areas.	None slip nose on each step. Colour variation between step nose and carpet.	Do not run and keep left notices on public stairs.	Mo C	April 2018
<b>Outside play areas falls and supervision</b>	Visitors using outside play area. Children may fall off equipment or fall over while playing.	Play area only used by supervised children attending groups with their carer. Toys regularly checked as safe.	Play sign indicating to carers that children must be supervised at all times.	Mo C	April 2018
<b>Buggy parking crowding and mixing</b>	Buggy area is on two levels and can at times get to capacity with buggies.	Signs have been put up to indicate safe areas to park buggies. Parking area monitored by staff on high usage days. Emails sent to all new group members by group leader explaining buggy parking area.	Nil		
<b>Theft of personal belongings</b>	Church is a public building and door is open during the day	Offices locked when not in use.	Sign to indicate people should take care of their personal	Mo C	April 2018

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	and for large public events. Thieves can enter the building, or those in building can opportunistic in stealing belongings of others	Sign saying building is unlocked in on door. CCTV installed and signs up to indicate this.	possessions (as recommended by the police)		
<b>Freedom of speech and Dangerous ideas</b>	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		
<b>Electric shock from appliance or socket</b>	Staff or visitors may receive a shock from electrical socket or appliance.	Electrical safety check up to date. PAT testing up to date. Electrical appliances monitored by staff and replaced as necessary.	Nil		
<b>Fall from first floor windows</b>	Staff or visitor may fall from external windows	Safety clasps to not allow windows to be easily opened past safe level installed. All windows above small children height.	add windows and locks to annual safety check	Admin	<b>April 2018</b>

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<b>Fall from first floor landing</b>	Staff or visitor may fall from first floor landing.	Glass barrier in place. Above child climb height. All children supervised on first floor.	Safety sign to be displayed	Mo C	July 2018
<b>Unauthorised photography or filming</b>	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.	<b>Nil</b>		
<b>Terror Threat</b>	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		
<b>Night Access and Security</b>	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.			

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		Staff on site when more than 2 bookings to let in vas this system.			