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|  **General RISK ASSESSMENT for Cheadle Hulme URC Activities**The United Reformed Church is the 1972 amalgamation of the Congregational and Presbyterian Churches and later the Church of God. CH URC here at Swann Lane conforms to the guidance from N W Synod, General Assembly and guidelines set out in The Manual.**All church related activities are overseen by a Duty Elder, responsible for safety, and control of any incident.****All User Groups appoint a Fire Marshall responsible for safety, and control of any incident and reporting to Elders meeting.** |

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| **Event or activity on church premises including civil emergencies**  |

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| NAME OF PERSON ASSESSING /UPDATING  | **Bernie Stevens for the Elders** |
| DATE OF RISK ASSESSMENT/UPDATE | **4 Nov 21** |

**RISK CALCULATOR RISK CONTROL**

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| **FREQUENCY** | ***Unlikely*** | ***Possible*** | ***Likely*** |
| CONSEQUENCE |
| *Slight* | Trivial | Acceptable | Moderate |
| *Significant* | Acceptable | Moderate | Substantial |
| *Harmful* | Moderate | Substantial | Unacceptable |

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| Risk Level before b  |   Controls to reduce Risk |
| Moderate | If it is reasonably practicable to undertake some action to reduce the level of risk |
| Substantial | Every effort must be undertaken to reduce the level of risk either by **frequency** or consequence or both. |
| Unacceptable | If action cannot reduce this level of risk the activity should not be undertaken or should cease. |

**All members and users of above premises should read,**

**be aware of, and adhere to the issues contained in**

**this document.**

**Revisions in purple**

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| **Hazard** | **Risk**  | **Control Measures** | **Risk after**  |
| Late start /late assembly /delays /misdirection  |  | * Re-plan, shorten, inform,
* Members, Visitors informed details by email, phone, notices, announcements, **this document**
* ANY RISK NOT REDUCED TO ‘MODERATE’ LEADS TO CANCELLATION
* ANY RISK NOT REDUCED TO ‘ACCEPTABLE’ NEEDS SPECIAL ACTIONS
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| Slips, trips, accidents, bad weather  | Significant | * Elders, members **and visitors** to take care and remain vigilant
* 2 Phone extensions on premises to call emergency services help
* Members advised they should be wearing suitable clothing and footwear for task /weather.
* Members pass on information to others esp’ly visitors about obstructions, holes and obstacles.
* 2 First aid kits are available (Kitchen & vestry)
* Members advised to seek basic first aid training
* Complete accident form in the event of injury or accident occurring
* Nearest hospital – Stepping Hill Hospital
* Visitors and members required to follow instructions of Duty Elder or Fire Marshall
 | Acceptable |
| Injury due to tools (inc cleaning chemicals) | Significant | * Persons to take great care in use of tools and only work to extent of their knowledge.
* Tools only to be used in approved ways
* Especially sharp /cutting tools
* Persons advised to have a second person present. NB LONE WORKER POLICY
* First aid kit & emergency phone available
* All members advised seek basic first aid training
* Tetanus advised
 | Acceptable |
| Road Traffic inc car park Accident | Significant | * Members /Elders **/ Visitors working in** car park use high visibility clothes if available
* All persons take extra care in car park and on roads nearby inc observe highway code
* NB first aid and phone available
 | Acceptable |
| Medical, inc Burns etc | Moderate | * **Elders, Members and Visitors** to actively manage medical issues
* Elders to be made aware of medical issues and plan accordingly
* Kit and first aider available for deployment also wireless phones.
* Members /visitors advised seek basic first aid training – all burns treated with copious water n dry dressing
* Members /visitors cooking etc in kitchen /coffee bar take extra care
* Where possible 2nd person should be present in building. NB LONE WORKING POLICY
 | Acceptable |
| Outside contact /phones… | Moderate | * Mobile phone may be useful to contact emergency services directly (2 **wireless** handsets available on landline)
* Protect phones against damage /loss /theft. (Keep good credit & charge in **personal** mobile phones)
 | Acceptable |
| Incident inc Fire, Power failure, public disturbance  |  Moderate | * Note separate FIRE RISK ASSESSMENTS
* Note the fire alarm system inc independent emergency lighting system with evacuation signage all tested annually
* All electrical systems are protected by fuses /circuit breakers and serviced annually. Also PAT testing regularly.
* All areas have fire extinguishers, serviced annually. Kitchen and kitchenette (coffee lounge) have fire blankets
* Duty Elder or Fire Marshall to carry hand torch (2 available) – dect phone also available (2 handsets)
* Duty Elder or Fire Marshall to monito incidents, clear exits, etc and to decide to evacuate, as displayed plan
* Duty Elder or Fire Marshall to initiate a call emergency services if required
* Duty Elder or Fire Marshall to direct rescues and first aid (2 kits available)
* Duty Elder or Fire Marshall to report to Elders meeting **at first opportunity**
 | Acceptable |
| Visitors and General Public | Significant | * Always welcome Visitors and the General Public to our premises in friendly, **non-confrontational** fashion
* Always express positive views in respect of Church, the town and charities
* Never get into conflict about a subject eg football, politics, religion etc etc
* Comply with all reasonable requests to avoid conflict (esp. social) and obstruction
* Withdraw from any public dis-order
* Exclude public from hazardous areas
* Report problems to elders or police or both
* **Elder or Fire Marshal** be aware ultimate & reasonable capacities (under prevailing conditions) of halls and adhere to
 | Acceptable |
| Cleaning strategy **inc halls** | Moderate | * 2 **cleaners** are employed on a programme to maintain an acceptable level of cleanliness and hygiene
* Safety and provision of materials and PPE provided for such programmes
* A logical programme of regular and frequent cleaning is in hand and overseen by Elders
* Periodically or as indicated, spring cleaning / deep cleansing may done
* Extra cleaning required for special events or incidents inc public health emergencies
* Hall users may be asked to clean where they know has been touched
* **Extra** floor mopping in halls may be enacted following intensive use **or during civil emergencies**
* Available toilets may be restricted to reduce contamination / cleaning
 | Acceptable |
| Failures and omissions, inc utilities, attendances or other actions | Significant | * Elders and Synod have in place robust procedures and policies
* Fire alarm system, Telephone system
* Emergency lighting system and 2 torches for emergencies, Emergency push-bar exits
* Duty elder (and a deputy) for church events, Fire marshal appointed by user groups a requirement
* Duty Elder /Fire Marshal responsible for clear exits, rising alarm, evacuation, calling emergency services
* Duty Elder /Fire Marshal responsible for cancelling / closing event if necessary
* Duty Elder responsible for Church Service in emergency (backup script available) inc setting heating / vent
* Elders /Secretary take reasonable precautions to monitor actions /omissions within church, and act to repair
* Where user groups present risks by actions or omissions, Elders / Sec monitor and take suitable actions
 | Acceptable |
| **POLICIES & RISK ASSESSMENTS****SPECIAL PRECAUTIONS for public health issues and other civil emergencies****REVISIONS** **IN PURPLE** | **Significant** | * **Note well all Policies /Risk Assessments…**
* Especially FIRE RISK ASSESSMENT, GENERAL RISK ASSESSMENT for church events (this doc)
* Also WELL-BEING, LONE WORKER, SAFEGUARDING POLICIES
* And where relevant GDPR, EQUAL OPPORTUITIES, SOCIAL MEDIA and PRIVACY Policies
* All available on the website <https://cheadlehulmeurc.org.uk/>
* SOCIAL MEDIA and PRIVACY Policies and FIRE RISK ASSESSMENT also on noticeboards
* Relevant policies printed for certain individuals
* Also relevant policies available to uses of premises.
* **ALL MUST RESPOND TO GENERAL ADVISE REGARDING CIVIL EMERGENCIES eg**
* **Water, food, fuel or power shortages**
* **Excess weather, hot, cold or violent**
* **Public health inc flooding,**
* **Security or social dis-order issues**
* **Other Hazards from time to time**
* **Activities and/or opening times may be restricted, by decree**
* Supplementary or ‘spring’ cleaning systems may be enacted
* Extra cleaning materials available and Cleaning Station fixed - Hand gel available
* Water taps run to clear stagnant pipes if unused for a period
* Full hand washing encouraged with hot water /soap available and disposable towels
* Masks / face coverings may be **advised or** required
* Non-contact welcomes (no handshakes) **are advised**
* Measures to maintain social distancing Inc reduced number of seats, one way system **may be retained**
* **Signage to inform and indicate necessary precautions, queues, distancing, other requirements**
* **Other** reasonable precautions eg clear viewing screens, door /window opening to maximise ventilation
* **Services and meetings maybe planned as shorter or otherwise limited**
* **Communion elements prepared to particular specification**
* **Refreshments may require particular strategy** eg Use of disposable cups /plates /cutlery if required
* Social discourse may be **restricted**
* Duty Elders /Fire Marshal ready to ask people to comply with signage and guidance or leave
* Duty Elders /Fire Marshal ready to ask symptomatic or contaminated people to isolate
* Anyone ill /injured consider 1st aid (without airway intervention); consider 999 and PPE (provided)
* 2nd Elder if 1st Elder is taken ill or contaminated – cancel session in extremis
* Keep a register (with GDPR permission) for track n trace purposes
* If subsequent tests are positive, inform all attending that session
* Anyone contact, especially for a period of time, **advised to test or self-isolate** ‘til results known
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| Other points |  | * All members reminded of duty of care to all; members, visitors and indeed members of the public
* Your actions must not put anybody or property at risk
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| **Adults informed of risk assessment**  | All members, **visitors** and adherents electronically, in print or verbally  |
| **Adults to report newly identified hazards by:** | Ongoing, throughout the activity |
| **Date of next assessment:** | Prior to next activity |
| **Assessment frequency:** | Prior to each running of activity  |
| **Date:** | **4 Nov 21** | **Signed:** | **B Stevens for the Elders** |