

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. Other groups appoint a Fire Marshall responsible for safety, control of any incident reporting to Elders meeting.



Event, or activity on church premises, including civil emergencies and acts of terrorism

NAME OF PERSON ASSESSING /UPDATING

Bernie Stevens for the Elders

DATE OF RISK ASSESSMENT/UPDATE

15 SEP 2026

Revisions in red

RISK CALCULATOR

FREQUENCY →	<i>Unlikely</i>	<i>Possible</i>	<i>Likely</i>
CONSEQUENCE ↓			
<i>Slight</i>	Trivial	Acceptable	Moderate
<i>Significant</i>	Acceptable	Moderate	Substantial
<i>Harmful</i>	Moderate	Substantial	Unacceptable

RISK CONTROL

Risk Level before	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.

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	
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, phones, Hi-Viz and cones available .	Acceptable
Medical, inc Burns etc	Moderate	- Elders, Members and Visitors to actively manage own medical issues - Elders to be made aware of critical medical issues and plan accordingly - First aid kit (~kitchen, on freezer) available for deployment - 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. SEE LONE WORKING POLICY - Automatic Electronic Defibrillator available on outside of building (westside ~left front). Code from 999. Learn 1st aid.	Acceptable
Outside contact /phones...	Moderate	- Mobile phone may be useful to contact emergency services directly - Protect phones against damage /loss /theft. Keep good credit & keep 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 regularly - All electrical systems are protected by fuses /circuit breakers and inspected regularly. Also PAT testing regularly. - All areas have fire extinguishers, serviced annually. Kitchen and Refreshment bar (coffee lounge) have fire blankets - Duty Elder (~church) or Fire Marshall (~hirers) to carry hand torch available - Duty Elder or Fire Marshall to monitor incidents, clear exits, etc and to decide to evacuate, as displayed plan	Acceptable

		• Duty Elder or Fire Marshall to initiate a call emergency services if required • Duty Elder or Fire Marshall to direct rescues and first aid kits available • Duty Elder or Fire Marshall to report to Elders meeting at first opportunity •	
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 community and charities • Never get into conflict about any contentious 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, monitor situations. • Report problems to elders or police or both • Exclude members and public from hazardous areas – may use signage /tape etc • Elder or Fire Marshal be aware ultimate & reasonable capacities (under prevailing conditions) of halls and adhere to • ALL persons aware of and adhere to Safeguarding policies – see attachment #1	Acceptable
Cleaning strategy inc halls	Moderate	• Cleaners are employed 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 be undertaken • Extra cleaning required for special events or incidents inc public health emergencies • Hall users may be asked to clean where they know has been used, touched /soiled • Extra floor mopping in halls may be enacted following intensive use or during civil emergencies • Available toilets may be restricted to reduce contamination /cleaning burden • All need to act with awareness of environment and climate change – See new ECO – Policy • Kitchen hygiene along commercial standard ~allergies, waste, pests, storage, equip, training etc – see new Food & Hygiene Policy	Acceptable
Failures and omissions, inc utilities, attendances or other actions	Significant	• Elders and Synod have in place extensive procedures and policies and regularly updated • Safety systems like Fire alarm system, Telephone system withdrawn • 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 evacuation / 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		• 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 OPPORTUNITIES, SOCIAL MEDIA and PRIVACY Policies • All available on the website at https://cheadlehulmeurc.org.uk/policies/ • 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. • Also NB précis of Safeguarding attached below	

SPECIAL PRECAUTIONS for public health issues and other civil emergencies	Significant	• ALL MUST RESPOND TO LAW /GOVERNMENT ADVISE REGARDING CIVIL EMERGENCIES eg Water, food, fuel or power issues Excess weather, hot, cold or violent Public health issues inc pandemics and flooding, Security or social dis-order issues (inc mass protest and industrial actions) Other Hazards from time to time • Activities and/or opening times may be restricted • Video and hybrid meetings may be enacted or required • Supplementary or 'spring' cleaning systems may be enacted • Extra cleaning materials available and Cleaning Station fixed - Hand gel available • Full hand washing encouraged with hot water /soap available and disposable towels • Masks / face coverings / gloves 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 will 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 cancelled, planned as shorter or otherwise limited • Communion elements prepared to particular specification • Food, 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 guidance and signage or leave premises • Duty Elders /Fire Marshal ready to ask symptomatic or contaminated people return home and isolate • Anyone ill /injured consider 1st aid (re-consider airway intervention); consider 999 and use PPE (provided) • 2nd Elder if 1st Elder is taken ill or contaminated – cancel session in extremis • May keep a register (with GDPR permission) for track n trace purposes • If subsequent tests are positive, inform all attending that session • Anyone contacted, especially for a period of time, advised to test or self-isolate 'til results known	
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 any property at risk	
Acts of Terrorism		• Advised contact Police, follow guidance, co-operate with perpetrators, appoint site commander /fire officer /speaker • May implement security– bag searches, lock doors, extra staff, staff training, pass or ticket only access etc	

Adults informed of risk assessment		All members, adherents and visitors; 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:	15 SEP 26	Signed:	B Stevens for the Elders REVISIONS IN RED

Attachment 1. Safeguarding of children & vulnerable people

HERE IS SHORT FORM OF MAIN POLICY. SEE SAFEGUARDING POLICY STATEMENT.

'Safeguarding' refers to the well-being of vulnerable people... ie children (under 18) AND persons unable to look out for or look after themselves.

It is essential that all Elders, members, visitors and indeed the public, act responsibly and with a duty of care. ALL need to make sure that contact with under 18s and/or vulnerable persons is kept within safeguarding laws and government health guidance.

ALL should actively avoid being alone with people who may fall into these groups.

Those who fall into above categories need to be at the centre of our care and support especially those living with mental health issues, disabilities, emotional issues and learning difficulties and any person who relies on others for 'personal assistance to meet their basic needs. Regular contact, even over phone or online may will be a source of help or solace for someone, however, try to arrange to have a buddy or witness present or listening.

ABUSE may take several forms including physical, sexual, emotional, mental, financial, depravation /neglect and self-neglect.

If you suspect anyone from a vulnerable group is subject to any of these forms of abuse, it is your duty of care to report to the safeguarding officer, the social services or the police. You must refrain from 'investigative questions' which will colour later inquiries. Never make promises to keep 'secrets' because ultimately you may have to tell the social, **the** police, or a judge.

The Safeguarding Officer (2026) is the Secretary, Mrs Alison Stevens 01625 877 180

