

## Christchurch Hitchin: General Risk Assessment (November 2023)

This document covers all activities organised by Christchurch on the premises, including worship in the sanctuary on Sunday mornings. All group leaders of Christchurch groups should prepare their own Risk Assessment for their activity, and they may find it helpful to use this document as a guide.

All hirers of the premises must prepare their own Risk Assessment. Again, this RA may be a helpful template.

**Completed risk assessments should be sent to [admin@christchurch.hitchin.org.uk](mailto:admin@christchurch.hitchin.org.uk) before the first meeting of any using/hiring groups. Bookings can't go ahead without this.**

If the chairs or tables in any room are moved, please return them to the original layout.

There is a separate risk assessment on the website for use of the kitchen. It is a requirement that the leader of a group using the kitchen signs to show acceptance of our kitchen risk assessment, although hirers/users must also write their own risk assessment to mitigate against the specific risks relevant to how they will be using the kitchen. This should be sent to: [admin@christchurch.hitchin.org.uk](mailto:admin@christchurch.hitchin.org.uk).

	<b>Risk/Circumstance</b>	<b>Mitigation</b>	<b>Trustees' responsibility</b>	<b>Users' responsibility</b>
1	Transmission of <b>COVID</b>	1a Please do not enter the building if you have COVID symptoms, or have tested positive for COVID	To publicise this widely	To monitor their own health and stay away if they are or might be infectious
		1b Mask wearing is no longer required in church. <ul style="list-style-type: none"> <li>• Individuals are very welcome to continue to wear a mask to provide some element of personal protection.</li> </ul>		Group leaders and hirers of the premises to make their own decision about wearing masks as part of their group RA

		<ul style="list-style-type: none"> <li>• People can also choose to sit in the corridor or in the Welcome Area during services, where it is less crowded.</li> <li>• Sunday stewards will ensure that the glass doors at the back of the sanctuary are kept open to encourage good air circulation.</li> </ul>		
		1c Attendees to take responsibility for their own decisions about handshaking and hugging		Be aware of other people's choices, and be sensitive in how you approach them
		1d Hand sanitiser will continue to be available at multiple points in the building, and will always be used before the distribution of communion	F+P to arrange for cleaners to ensure that the dispenser tanks are topped up regularly	Those who enter the building are encouraged to use the hand sanitiser on arrival and as needed whilst in the building
		1e Those bringing wheelchair users from Elmside to comply with Elmside guidance on infection control		Group leader to keep in touch with Elmside and share guidelines
		1f No public seating in the area between the sound desks and the organ. Operators to use hand sanitiser before using the equipment.		

2	<b>Safeguarding risk:</b> misuse of access to church and/or responsible leadership roles to abuse children or vulnerable adults	2a The whole church community is committed to following safeguarding policy and procedures for the recruitment, training and support of all volunteer positions. CC practice is based on the Methodist UK guidelines	Annual oversight of the safeguarding policy and support of the safeguarding group  <a href="https://christchurchhitchin.org.uk/what-we-do/safeguarding-at-christchurch">https://christchurchhitchin.org.uk/what-we-do/safeguarding-at-christchurch</a>	Be aware of safeguarding best practice, and report any concerns immediately
		2b Uniformed organisations should follow their own national safeguarding policy and procedures		
		2c All hirers of the premises MUST have their own safeguarding policy and procedures as a condition of hire, or sign to commit to following the Christchurch safeguarding policy and practice.		
		2d When prayer ministry is offered on church premises there must always be at least two members of the prayer team present in the room		
		2e Children in the cuddle corner in church must be supervised by parents/carers at all times		
3	<b>Health and safety</b>			
3a	Risk of fire	Insurance will be in place and kept up to date	Trustees delegate these tasks to F+P	
		A fire evacuation procedure will be reviewed and revised annually, and circulated to all users of the premises. Regular fire drills will be held during Sunday morning services		

		Regular professional inspection of fire equipment and evacuation policy to be arranged		
		Fire exits to be kept clear at all times		Stewards/group leaders/hirers to check
3b	Risk from unclean environment	Premises to be cleaned regularly by professional cleaning firm. The frequency will be reviewed regularly by F+P and by TOG	Trustees delegate these tasks to F+P	
3c	Risk of accidents from fixtures, fittings and furniture	Property group to check chairs and other items of furniture regularly, and remove or repair those that appear unsafe	Trustees delegate these tasks to F+P  All hirers to complete their own RA for use of chairs and other furniture	Any damage noticed to be recorded in the book by the pigeonholes for the attention of F+P
3d	Other risks	Methodist Insurance Health and Safety RA to be completed annually, to include: <ul style="list-style-type: none"> <li>• Maintaining first aid boxes</li> <li>• Accident book</li> <li>• Car park safety</li> <li>• Trip hazards</li> </ul>	Trustees delegate these tasks to F+P	
3e	Insurance	Maintain adequate employer and public liability insurance	Trustees delegate these tasks to F+P	All hirers to have their own Public Liability Insurance in place
3f	Accidents or other unforeseen problems on Sunday mornings	A minimum of two church/vestry stewards and two door stewards to be on duty <ul style="list-style-type: none"> <li>• Stewards to call an ambulance if medical intervention is needed</li> <li>• If the sanctuary becomes overcrowded, stewards to invite people to sit in the hall</li> </ul>	To ensure that there is a sufficient pool of stewards for the rota	

3g	Accidents to children in the cuddle corner from unsafe or broken toys	<ul style="list-style-type: none"> <li>Children to be supervised by their parents/carers at all times</li> </ul>		
3h	Risk from unsafe electrical equipment	<ul style="list-style-type: none"> <li>Users/hirers bringing equipment onto the premises must ensure their appliances are appropriately tested.</li> <li>A valid and up-to-date PAT testing certification label should be displayed on each <b>CC</b> appliance or recorded on a separate document.</li> </ul>	Trustees delegate annual testing of CC equipment to F+P	
3i	Slips and falls: Trips over trailing wires, bags or other items left in walkways	Store all items safely away from walkways		Everyone on premises to take responsibility for own items
3j	Manual handling: injury through unsafe lifting practice	Users/hirers who bring in heavy or bulky loads are advised to ensure they are aware of and follow safe lifting advice (which can be researched on line)	Trustees delegate to F+P responsibility for maintaining safe lifting guidelines and ensuring they are followed	
3k	Risk of not being aware of risks!	Users/hirers/group leaders are invited to visit prior to first use of building, and conduct their own Risk Assessment	Bookings officer and administrator	
4	<b>GDPR: risk that personal</b>	All members and users of the premises commit to following Christchurch GDPR policy and practice	To oversee and approve the GDPR policy and practice, and support the GDPR group	

	information is not kept securely	Prayer requests can be posted into locked box to be shared with the confidential prayer network. A notice will explain this.		
5	<b>Security of the building</b>	Stewards/group leaders/hirers to check all doors and windows are locked before leaving the premises		

**Contacts:**

Initial contact for hirers: [rooms@christchurchhitchin.org.uk](mailto:rooms@christchurchhitchin.org.uk)

Risk Assessments to be sent to: [admin@christchurch.hitchin.org.uk](mailto:admin@christchurch.hitchin.org.uk)

Updated by JM/VE/VR November 2023

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