

Eltham College Risk Assessment

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Risk Assessment for			Risk assessment undertaken by			
Company	Grace Church Greenwich		Date	29.12. 21		
Venue Address	Eltham College Grove Park Rd, London SE9 4QF		Completed by	Jonathan Pick	Signature	
Persons responsible for reviewing	Jono Pick		Review date		December 2022	
Hazard	Risk	People at risk	Control measures in place	Further actions	By who?	By when?

<p>Hot water for refreshments</p>	<p>Members being scalded, hot water being spilt.</p>	<p>Setup/down teams, congregation members.</p>	<p>If the GCG urn is being used, it will be clearly labelled to warn people: to not carry the urn with hot water inside it; to empty it from its tap and <i>not</i> from the top of it.</p>		<p>Jono Pick</p>	<p>Ongoing</p>
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Children running around at the end of the service once back with parents	Injury to the child (e.g. being struck by a car leaving Eltham College)	All children	Once children have been collected from Sunday School and signed out on RollCall, the parents will be responsible for supervising and ensuring the safety of their children.	Service leader will close with a reminder for parents about this responsibility periodically.	Jono Pick	Ongoing
Unloading and loading van or cars with GCG equipment	Injury through carrying heavy loads	Any member who helps with setup or set down.	Only those who are physically able carry boxes and the trolley will be used for the heaviest boxes.	Regularly remind anyone helping of these control measures	Jono Pick	Ongoing
Cables for wires at front of chapel	People catching wires with their foot and falling over or pulling heavy speakers over which could land on people	Church members walking across the front of the chapel	Cables are either taped to the floor or covered with our rubber protector and kept away from foot traffic where possible.	Those who serve on the PA rota will be reminded of this periodically.	Jono Pick	Ongoing

<p>Children going between the Sunday School rooms and the chapel (if they miss their parents during the service and try to return to them)</p>	<p>Falling over or being hit by a car</p>	<p>Younger children</p>	<p>A Sunday School leader or helper will check the amount of children at registration and make sure that number remains throughout the session.</p> <p>They will also monitor any open doors for children running back to the chapel.</p>	<p>Children's Worker to be asked to enforce this Sunday School procedure</p>	<p>Jono Pick</p>	<p>Ongoing</p>
<p>Transmission of diseases</p>	<p>Passing COVID or other illnesses to others at church</p>	<p>All members</p>	<p>Hand sanitiser will be available each week for the service, for crèche and for Sunday School. For communion, hand sanitiser will be used by those serving it and all taking communion. Those folding and distributing service sheets will use hand sanitiser. Those distributing Bibles will use hand sanitiser. Other current COVID rules will be adhered to.</p>	<p>The Ministry Team will be asked to be enforcers of this at an annual health and safety briefing in September. Communion Leaders will be reminded of their responsibilities periodically.</p>	<p>Jono Pick</p>	<p>Ongoing</p>

<p>Fire in the building</p>	<p>People injured or killed by not escaping the fire</p>	<p>All members</p>	<p>If the fire alarm sounds, everyone (those in the main service, in Sunday School and in crèche) will exit the buildings immediately and directly via the nearest exit to the assembly point (which is on the fields at the front of the main school building).</p> <p>The Church Coordinator will then confirm to the Eltham College Fire Officer (indicated in a high visibility jacket) whether anyone from our group is still in the building.</p> <p>The congregation won't re-enter the building until informed by the Fire Officer that it's safe to do so. If we cannot re-enter the building, Sunday School and crèche children will be signed out on RollCall to their parents from this assembly point.</p> <p>If a fire is discovered in</p>	<p>The Church Coordinator will organise a yearly notice in the Sunday services to inform all members of this procedure.</p>	<p>Jono Pick</p>	<p>Ongoing</p>
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