

**King William Building Risk Assessment**

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Risk Assessment for			Risk assessment undertaken by			
Company	Grace Church Greenwich		Date	29.12.2021		
Venue Address	King William Building, London SE10 9NN		Completed by	Jono Pick	Signature	
Persons responsible for reviewing	Jono Pick		Review date		December 2022	
<b>Hazard</b>	<b>Risk</b>	<b>People at risk</b>	<b>Control measures in place</b>	<b>Further actions</b>	<b>By who?</b>	<b>By when?</b>

Hot water for refreshments	Members being scalded by hot water being spilt.	Setup/down teams, congregation members.	The urn 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.		Jono Pick	Ongoing
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<p>Children running around at the end of the service</p>	<p>Injury to child or damage to Naval College property, specifically through the cabinets near the Sunday School room which are not attached to the walls.</p>	<p>Children</p>	<p>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.</p>	<p>Service leader will close with a reminder for parents about this responsibility periodically.</p>	<p>Jono Pick</p>	<p>Ongoing</p>
<p>Unloading and loading van or cars with GCG equipment</p>	<p>Injury through carrying or dropping heavy loads</p>	<p>Any member who helps with setup or set down.</p>	<p>Only those who are physically able carry boxes and the trolley will be used for the heaviest boxes.</p>	<p>Regularly remind anyone helping of these control measures</p>	<p>Jono Pick</p>	<p>Ongoing</p>

Cables for wires at front of the lecture theatre	People catching wires with their foot and falling over or pulling heavy speakers over which could land on others	Church members walking across the front of the lecture theatre	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
Open windows in the lecture theatre	Falling out of an open window	Children	Windows are only open when it's safe to do so (when there is a service leader/PA operator/musician at the front able to supervise them).	The Ministry Team will be asked to be enforcers of this at an annual health and safety briefing each September.	Jono Pick	Ongoing
Transmission of diseases	Passing COVID or other illnesses to others at church	All members	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.	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.	Jono Pick	Ongoing

King William Building staircase	Falling down the staircase, children leaning over it	Children and elderly/infirm	<p>For the elderly/infirm there is a lift available which is signposted by a banner.</p> <p>For children, the Sunday School leaders bring the children down the back staircase which leads straight to the Sunday school classrooms. Children will not run ahead of the leaders and the leaders will spread themselves out amongst the children with one adult at the front and back. The leaders will stop when necessary to allow the slower children catch up so that large gaps do not appear in the line. After Sunday School, the children are collected from the classroom by their parents who are responsible for ensuring their safety on the staircases from then on.</p>	Children's Worker to be asked to enforce this Sunday School procedure	Jono Pick	Ongoing
Fire in the building	People injured or killed by not escaping the fire	All members	If the fire alarm sounds, everyone (those in the main service, in Sunday	The Church Coordinator will organise a yearly	Jono Pick	Ongoing

			<p>School and in crèche) will exit the building immediately and directly via the green running man signs leading to the assembly point (which is on the big patch of grass just to the west of the King William Building still within the Naval College).</p> <p>For those who cannot use the stairs to get from the third floor to the ground floor due to impaired mobility, there is a safe area called "King William South Third Floor Refuge 318". There are instructions on a sign marked by a white "R" on a green background in that space.</p> <p>The Church Coordinator will then confirm to the Naval College Fire Officer (indicated in a high visibility jacket) whether anyone from our group is still in the</p>	<p>notice in the Sunday services to inform all members of this procedure.</p>		
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			<p>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 the building, someone will sound the alarm by breaking the glass on one of the red box fire alarms and calling the fire brigade.</p>			
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