

Risk Assessment

Christ Church, St Mary Magdalen and St Peter & St Paul (including Risk Assessment Advice for Visiting Groups with Children)

It is expected that those who hire Christ Church, Crypt or Parish Rooms will have carried out a risk assessment prior to the hire, in accordance with Diocesan policy. The Parochial Church Council (PCC) is not responsible for risk assessments for individual hirers or users of the church or vestry hall, but may request copies for our records.

We hope that this document will assist in completing a risk assessment form [a model can be found in the Diocesan Safeguarding policy].

During educational visits, the parish clergy will ensure that activities are carefully organised. **Please ensure you bring the required [as per your school policy or the Diocesan Safeguarding policy] ratio of staff/helpers to children** and ensure they are briefed on Health & Safety issues & how to supervise their group.

The parish clergy will lead all activities during the visit but overall discipline remains the responsibility of the class teacher/group organiser. **Our clergy should always have at least one of your staff/helpers with them.**

Pre-visit Risk Assessment (planning visits for teachers & leaders).

The Parochial Church Council (PCC) advises teachers & leaders to visit the site prior to school visits, if this is possible, to carry out a risk assessment and view all places where the children will be working during their visit. Teachers are also welcome to discuss all the issues over the telephone (01424 539475)

Safeguarding

The Parochial Church Council (PCC) have adopted the Safeguarding policy of the Diocese of Chichester. This is available on the parish website (www.christchurchstleonards.co.uk) in the policies section or upon request. Please ask for a copy if you would like one. The Parish Safeguarding Officer is Jane Hart. ***We advise all teachers/leaders to ensure that volunteer helpers on school visits have undergone the required checks as stipulated by your own school guidelines.***

Hirers of the vestry hall and/or church must also comply with the Safeguarding Policy, as above.

First Aid all teachers and leaders should have **First Aid kits** with them, though these are also available in the Crypt and Parish Rooms. An **Accident Record book** is also situated in the Crypt and Parish Office and any accident that takes place on site during a visit should be recorded.

We strongly advise that there is a teacher & helper trained in first aid in attendance on school visits and for children's events in case an incident should occur.

Pre-planning of emergency procedures and communications. Teachers/leaders/hirers should ensure that these have been carried out prior to the visit so that all leaders and helpers know what to do in the event of an emergency.

Toilets our toilet facilities are as follows. There are two lavatories in the Crypt. There are decent lavatories in the Parish Rooms, but these are only available if hiring includes the Parish Rooms. **In the interests of child protection and safety, we do ask that teachers/helpers/parents/carers always accompany their children and we would like to remind you that supervision of children using the facilities is the responsibility of the teachers/helpers/parents/carers. Children should not be allowed to go off on their own to the toilet.** The toilets are situated in the Crypt and across the Yard in the Parish Rooms if hiring is extended there.

We advise teachers/leaders/parents/carers to brief children carefully about walking and not running, and behaving sensibly (quietly/respectfully). Teachers/ leaders/parents/carers and helpers are asked to supervise children closely.

ULTIMATELY YOU ARE RESPONSIBLE FOR DISCIPLINE AT ALL TIMES.

Insurance the PCC hold public liability (third party) insurance under their insurance policy. **This insurance does not extend to indemnify any outside groups hiring the premises.** All those who hire the church and/or Crypt and/or Parish Rooms should ensure that they have public liability to cover their activities while the premises are being hired. The PCC may require written confirmation of this. Individuals hiring PCC premises for a private function should check with their household insurers to ensure that the public liability cover would extend to include the organising of such an event.

Booking agreement before PCC premises are hired, the formal booking agreement, and conditions of hire, must be agreed and signed.

Risk	ISSUE	HOW TO MANAGE IT – RECOMMENDED PROCEDURES
Falling/tripping	Slope into North Porch.	Light to be left on in North Porch for evening services and events. Use handrail.
North doors swinging closed	The heavy North West doors could swing closed in windy conditions.	Doors to be hooked open when required, using the hooks provided.
Falling/tripping	Narrow spiral staircase to Organ/Choir Gallery.	No unauthorised access. Choir and visiting singers made aware. Use handrail. Door kept locked when not in use.
Organ/Choir Gallery	Low level parapet, risk of falling. Electric heaters. Music stands (danger of tripping).	No unauthorised access. Visiting children to be escorted and kept at least a metre away from parapet.
Falling/tripping	Step from aisles to pews in north and south nave. Steps in sanctuary to both altars. Steps to sanctuaries in both Lady Chapel and Holy Souls Chapel. Steps up to pulpit. Steps through Holy Souls leading to Outer Sacristy, Crypt etc. Step to Font. Lighting and extinguishing of High Altar Candles by means of step up. Taking down and putting back of the statue of Our Lady in the Lady Chapel for special masses. Narrow steps to Christ the King.	No running in church – responsible adults to be advised. Be aware of steps – assistance to be available if required. Adequate levels of light. At least two servers/people should be present. At least two people must be present. Door/gates kept locked. No unauthorised access.

Fire.	<p>Candle lighting in Church.</p> <p>Lit votive candles</p> <p>Thurible stand.</p>	<p>Adults should supervise lighting tapers/candles closely. If a children's group is visiting, advise children to tie hair back in a ponytail. Brief children about taking care with sleeves/reaching over candle stands. Limit to one candle only each. Lighting to be done in small groups only.</p> <p>To be extinguished when church is unattended. <i>There are candles burning at various points in the Church. Adults are advised to warn children of the dangers/risks involved when moving around near lighted candles.</i></p> <p>Matches to be stored in sacristy. Lit thurible not to be left unattended.</p>
Slipping	Polished floor in church	No running in church.
Christ the King	Risks of tripping on narrow stairs and falling from parapet.	DO NOT USE notice to be put on wall ladder. Kept locked at all times. No unauthorised access.
Electrical Cupboard below Christ the King.	Electrical fuses.	Be kept locked. No unauthorised access. Not to be used as a storage space.
Church Wardens Vestry	Important documents kept in safe.	Locked when not in use. No unauthorised access.
Moving Piano	Injury	Minimum of four people to move piano from present position to front of nave and back.

Stairs to Crypt	Dangers of tripping and falling. Light fittings appear antiquated.	Advise use of handrail, especially children. Stairs are white-lined. Have fittings checked by contractor.
	Fire	<p>Fire extinguishers located in the Church at the following points: Back by the hymn book stand; outside the Calvary Chapel; Lady Chapel; Holy Souls, Christ the King; by the fuse cupboard; outside the Outer Sacristy.</p> <p>In the Crypt: by the mete/fuse cupboard; by sink; in Blue Room; in Boiler room; in Blower room.</p> <p>In the Event of Fire (in the Church); follow instructions of Churchwardens/Sidespersons who will direct to nearest fire exits – Main North West Door, North East Door (Funeral Door), By way of South Aisle down the stairs to the Crypt and out into the Yard.</p> <p>Assembly Point – Outside the newsagents in Silchester Road. (In the Crypt); follow instructions as above – exit through the main door OR through the Blue Room and turn immediately left through door into playground.</p> <p>These instructions are at the back of Church and in the Crypt.</p> <p>In the event of a fire the fire service must be called immediately (999) and the location given .</p> <p>There is a no smoking policy in both the church and Crypt.</p> <p>Emergency contact list to be displayed</p>
	Security	A nominated person must ensure that the site is secure at all times, and that the building is not left unlocked or unattended.
Fail of Font cover when lifted for use.	Injury to those beneath	To have it inspected annually for safety
Crypt		
Falling/tripping	Table legs, chairs etc.	Children to be supervised by responsible adult(s)

	Wet floors	Use hazard sign when wet
Lifting/Carrying	Carrying urns.	Allow to cool down before emptying and moving.
Lifting/Carrying	Tables stored in Flower Room. Putting out and stacking chairs.	Minimum of two adults per table to move tables Carry no more than two chairs at a time, and stacks of no more than four
Hygiene	Food and drink stored in fridges Chemicals under sink Cleaning fluids in cupboards next to flower room	Regular checks of contents of fridge for use by dates Install cupboard guards Keep cupboards locked
Scalding/Burning/ Electricity	Urns and kettles in kitchen area Cooker Fuse cupboard Heater in Magdalen Chapel	Children should not be left unsupervised at any time Urns not to be moved until cool Keep an accident book in kitchen area Keep fuse cupboard locked Chapel to be kept locked when not in use
Sunday School Room	Electrical plugs. Falling/tripping over table and chair legs, and storage containers Lower lintel to Servers Vestry (tripping)	Children to be supervised by responsible adult(s) Plug guards installed Adults only to move tables/chairs Ensure no trailing wires Only things in regular use to be stored White line lower lintel
Boiler Room	Uneven floor (tripping); steps (tripping); ladder (tripping); heat from boiler; Electrics	No unauthorised access To be kept locked White line steps Remove ladder Plant annually serviced Not to be used for storage

Blower Room	Organ blower motor Electrics Fire risk Low roof Wind reservoir	No authorised access To be kept locked
Flower Room	Cleaning materials Tables/chairs Storage of miscellany of things, including Fair and table ` Saleables` Gas meter	No unauthorised access. Keep locked. Table and chair moving as above Cleaning materials to be kept in locked cupboards Regular checks for tidiness (SEE STORAGE UNDER GENERAL POINTS)
Sacristies (No unauthorised access)		
Scalding	Inner Sacristy has water heater	No unauthorised access.
Security	Outer Sacristy contains Alarm Setting Cupboard	No unauthorised access.
Finger traps	Cupboards and draws Heavy safe door	No unauthorised use. No unauthorised use.
Alcohol/liquids	Wine for Mass stored Oil for oil lamp	No unauthorised use.
Matches	Fire	To be kept securely. No unauthorised use.
BELL TOWER		
Falling/tripping	Captain of Bell Ringers to do Risk assessment and inform Church Wardens.	No unauthorised access. Kept locked.
Noise damage	As above	No unauthorised access. Kept locked.
Security	As above	No unauthorised access. Kept locked.

Church Yard

Falling/tripping	Uneven surfaces.	To be aware of them.
Falling/tripping	Entrance to church from lower door.	No unauthorised access. Door locked. Authorised users know key code.
Falling/tripping	Steps to upper gardens.	No unauthorised access. Volunteer gardeners made aware of risks. No access from Silchester Road.
Car Parking	Danger of being knocked over etc.	No unauthorised parking. Users to be made aware of dangers. Gates locked at night.
Falling/tripping	Steps from Yard to Parish Rooms.	White line where appropriate. Hirers aware of dangers.
Gulley on outside of Parish Room Building	Tripping and Falling if attempting to enter for weed control inspection etc.	KEEP OUT. Contractors hired when necessary.
Gardens	The gardens consist of areas with flowerbeds and shrubs.	Please warn children and adults NOT to pick and eat anything that might be available – they may be poisonous.
Railings	Sections of railings may be loose	To be regularly checked, and repaired when possible
Buildings	Loose masonry on church and Parish Rooms	To be regularly checked, and removed when necessary until repair possible
Night time	Danger exacerbated of all of above	Exterior lighting is adequate but needs to be annually checked and serviced.

General Notes

Electrical Testing		All electrical work to be carried out only by NICEIC electricians Periodic Electrical Inspections to be carried out, as required PAT testing to be carried out annually
Gas Inspection		To be serviced and inspected annually
Storage	Various items are stored in different areas around the church and crypt.	These need to be rationalised in terms of safety and need.
Working at height	Maintenance of lighting. Lifting of objects placed well above floor level	No one is to work from ladders or mobile platforms without a risk assessment having been undertaken, following The Work at Height Regulations 2005 subsequently amended by the Work at Height (Amendment) Regulations 2007. The HSE have a Brief Guide, Ref: INDG401 (rev1) which can be downloaded free from the Internet (www.hse.gov.uk).