

Risk Assessment

St Gabriel's Church, Warwick Square, Pimlico SW1V 2AD

Risk Assessment Advice

It is expected that those who hire St Gabriel's church or Vestry Hall 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 on page 79].

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 (020 78347520)

Safeguarding

The Parochial Church Council (PCC) have adopted the Safeguarding policy of the Diocese of London. This is available on the parish website (www.stgabrielspimlico.com) in the resources section or upon request. Please ask for a copy if you would like one. The Parish Safeguarding Officer is Mrs Janet Digby-Baker. ***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 Vestry Hall. An **Accident Record book** is also situated in the Sacristy 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, at present, basic. There is a single lavatory. **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 toilet is situated off the Vestry Hall corridor.

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 vestry hall 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 (eg, children's birthday party) 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	Step into West Porch and uneven surface into church through West Doors	Be aware of step. Level access to church is available through the North Tower door. Light to be left on in West Porch for evening services and events.
West doors swinging closed	The inner West doors swing shut	Doors to be hooked open when required, using the hooks provided
Tower stairs to bell ringing chamber	Narrow spiral staircase to ringing chamber and clock chamber	No unauthorised access
West Gallery	Low level parapet, risk of falling. Loose plaster on walls	No access to the West Gallery
Falling/tripping	The floor of the church can be uneven and slippery Small wire at lectern Freestanding candle stands and statues Step into Vestry Hall Step into Lady Chapel Step onto Nave Dais Steps up to pulpit	No running in church – responsible adults to be advised Lectern not to be moved, and wire taped to the floor No running in church – responsible adults to be advised Be aware of step – assistance to be available if required Be aware of step – assistance to be available if required Be aware of step (different colour wood) – assistance to be available if required Adequate levels of lighting Use handrail

Hair / clothing catching fire	Candle lighting in Church and using wax tapers. Lit votive candles Thurible stand in north aisle of church	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. Seven day candles burn within glass holders on even surfaces. To extinguished when church is unattended. <i>There are candles burning at various points in the. Adults are advised to warn children of the dangers/risks involved when moving around near lighted candles.</i> Matches to be stored in sacristy. Lit thurible not to be left unattended.
Slipping	Polished floor in church and vestry hall	No running in church. Move around slowly.
Cuts	Use of scissors in craft activities during Sunday School. Knife on thurible stand	Advise careful use. No scissors to be carried from table to table. Brief children on how to hold and use. To be stored in locked cupboard or sacristy.
Freestanding noticeboards in north aisle	Possibility of them falling if knocked	No running in church. Move around display slowly.
Boiling water	Urn for hot drinks	Urn kept in north porch. No unauthorised access to north porch, and no children allowed access. Cafetières to be brought, one at a time, by adults. Parents/carers responsible for supervising children in church. No running in church. Move around slowly.
Moving Piano	Injury	Minimum of four people to move piano trolley to dais, following instruction.
Sound System box in Lady Chapel	Electrical hazard	To be kept locked. No unauthorised access.

	Fire	<p>Fire extinguishers located in Vestry Hall next to the fridge (CO2 and Water), next to the entrance from the Vestry Hall into church (water), at the West Doors (Water) next to the piano/organ area (Water), and in the sacristy (CO2 next to the organ casing). Assembly point Cambridge Street. Fire exits, West doors and through Vestry Hall. In the event of a fire the fire service must be called immediately (999) and the location given (St Gabriel's Church, Warwick Square, Pimlico, Westminster, SW1V 2AD).</p> <p>There is a no smoking policy in both the church and vestry hall. Emergency contact list to be displayed at West end of church and in Vestry Hall.</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 suspended Pulpit cover and Rood Cross over Lady Chapel entrance	Injury those beneath	To have these inspected annually for safety
Vestry Hall		
Falling/tripping	Stage in the Vestry Hall	Children to be supervised by responsible adult(s)
Lifting/Carrying	Chairs on stage of Vestry Hall	Chairs not be stacked more than one on top of the other
Lifting/Carrying	Tables stored in Vestry Hall	Minimum of two adults per table to move tables
Hygiene	Food and drink stored in fridge of Vestry Hall Pest control	Regular checks of contents of fridge for use by dates Monthly monitoring/action visits from pest control contractors
Scalding	Kettle in Vestry Hall	To be removed when children are using the Vestry Hall

Finger traps	Holes in wood floor and stage in Vestry Hall Cupboard doors in Vestry Hall	Children to be supervised by responsible adult(s) Holes to be taped over/covered Lockable to doors to be locked Children to be supervised by responsible adult(s)
Alcohol Electrical Sockets	Wine stored in fridge Children playing with sockets	Only adults to have use of the fridge. Children to be supervised Socket guards to be used
Cleaning Materials	Stored in cupboards	No authorised access to cupboards Children to be supervised by responsible adult(s)
	Security	A nominated person must ensure that the site is secure at all times, and that the building is not left unlocked or unattended.
Sacristy (No unauthorised access)		
Falling/tripping	Loose carpet in doorway	Carpet to be properly secured.
Electrical hazard	Organ workings Electrical equipment (battery charger & sound controls)	No unauthorised access. CO2 fire extinguisher next to organ casing door. No unauthorised use.
Finger traps	Cupboards and draws Heavy safe door	No unauthorised use. No unauthorised use.
Alcohol	Wine for Mass stored	No unauthorised use.
Matches	Fire	To be kept securely. No unauthorised use.
Corridor from Vestry Hall to Sacristy		
Falling/tripping	Free standing candles	To be aware of them. Move around slowly. Lighting in evening.
Falling/tripping	Altar stone leaning against wall	To be aware. Move around slowly. Lighting in evening.
Cuts	Crockery, mugs and glasses, stored in kitchenette	No unsupervised children to be allowed access.

Exterior

Falling/tripping	Bench brackets at East End of church on St George's Drive	To be aware of them.
Falling/tripping	Entrance to church from St George's Drive. Uneven surface. Slippery when wet. Stairs to crypt.	No unauthorised access. Gate from St George's Drive to be kept locked.
Falling/tripping	Steps to crypt.	No unauthorised access. Access to crypt by prior arrangement only. Steps to kept swept and clear.
Falling/tripping	North and South gardens, uneven surfaces	South garden locked. North garden to be used only for access to Vestry Hall. No children/groups allowed to play in the north garden outside the Vestry Hall
Falling/tripping	Step into church from West end and into the Vestry Hall	Level access to church through north tower door. Assistance to be available if required.
Trees	Falling branches	Trees to be maintained on a five yearly cycle (last in 2009)
Gardens	The gardens consist of lawned areas with flowerbeds, trees and shrubs.	Some plants may have berries when in season. Please warn children NOT to pick and eat them – they may be poisonous.
Railings	Sections of railings on the boundary wall are loose	To be regularly checked, and removed when necessary until repair possible
Boundary wall	Loose masonry	To be regularly checked, and removed when necessary until repair possible
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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	Boiler in crypt and Boiler in toilet next to Vestry Hall	To be serviced and inspected annually
Asbestos		A Level 3 Asbestos survey has been carried out. A copy of this is available in the Parish Health and Safety file.
Working at height	Maintenance of lighting, gutter maintenance	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).