

## EMMANUEL CHURCH AYLSHAM – SITE and ACTIVITY RISK ASSESSMENT

ACTIVITY		This RA relates to Church services and activities carried out by Emmanuel Church Aylsham. This RA excludes activities carried out by other bodies that use the premises who are required to have their own RA.			
DATE		10 Feb 2023			
Nature of hazard	Worst outcome	Groups at risk	Current precautions	Estimation of risk	Further precautions
Fire	Death	Visitors Members Children	<ul style="list-style-type: none"> <li>➤ Building newly refurbished including new fire doors and fire alarm system</li> <li>➤ No smoking allowed in the building</li> <li>➤ Fire exits signed and unlocked when the building is in use.</li> <li>➤ Fire Extinguishers advised and sited by Fire Safety Company</li> <li>➤ Smooth, paved Emergency exit route available from rear of the building.</li> </ul>	Severity of hazard :Very Serious Likelihood of event :Low Adequacy of controls :Very Good	<ul style="list-style-type: none"> <li>➤ Fire extinguishers annually checked.</li> <li>➤ Quarterly check of fire alarm system</li> </ul>
Electrical wiring and systems.	Death	Visitors Members Children	<ul style="list-style-type: none"> <li>➤ Building has been recently completely rewired and is certified for purpose.</li> <li>➤ All electrical systems installed and maintained by certified Electricians.</li> <li>➤ All electrical equipment to be used appropriately.</li> <li>➤ On discovering an electrical fault, designated Leader to be informed of the fault and decide how the equipment should be repaired.</li> <li>➤ The defective equipment will not be used until appropriately repaired.</li> </ul>	Severity of hazard :Very Serious Likelihood of event :Low Adequacy of controls :Very good	<ul style="list-style-type: none"> <li>➤ 5 yearly building electrical systems checks to be carried out.</li> </ul>
Safeguarding during activities run by the Church.	Serious injury	Children Vulnerable adults. Visitors Members	<ul style="list-style-type: none"> <li>➤ Adults who supervise / teach children and vulnerable adults are DBS checked.</li> <li>➤ Children and vulnerable adults are never left unsupervised during activities.</li> <li>➤ In mixed groups at least one female DBS checked adult is always in attendance.</li> <li>➤ The Leader Team has overall responsibility for implementing Safeguarding practices and for first contact.</li> </ul>	Severity of hazard :Very Serious Likelihood of event :Low Adequacy of controls :Very Good	<ul style="list-style-type: none"> <li>➤ Designated leader will keep apprised of and implement any changes in UK law re Safeguarding.</li> </ul>

Burns and minor injuries	Serious injury	Visitors Members Children	<ul style="list-style-type: none"> <li>➤ Only adults to use kettles, stove and hot water taps in the kitchen.</li> <li>➤ Children only allowed in the Kitchen under direct supervision.</li> <li>➤ First aid kit provided in kitchen</li> </ul>	Severity of hazard : Serious Likelihood of event : Low Adequacy of controls : Good	
Church Activities in the building.	Minor injury	Visitors Members Children.	<ul style="list-style-type: none"> <li>➤ Activities are selected / managed to be of low risk and suitable to each age / ability group.</li> <li>➤ Any high risk activities will have a separate RA.</li> <li>➤ Where children are involved sufficient adults will be present to ensure activities are run safely.</li> <li>➤ All specified safety measures are to be followed.</li> <li>➤ Various members of the congregation are qualified as First Aiders.</li> </ul>	Severity of hazard : Medium Likelihood of event : Medium Adequacy of controls : Very Good	
Trip hazards inside the building.	Minor injury	Visitors Members Children	<ul style="list-style-type: none"> <li>➤ All floors are new vinyl covered.</li> <li>➤ Go Pak tables are stored in the cupboard</li> <li>➤ Chairs are stacked against a wall when not in use.</li> </ul>	Severity of hazard : Minor Likelihood of event : Medium Adequacy of controls : Good	
Use of Changing Places style facilities	Serious injury	Visitors Members Children	<ul style="list-style-type: none"> <li>➤ In addition to Church usage, this facility will be available to members of the public with disabilities.</li> <li>➤ All equipment is a standard design with appropriate safety rails, installed by a specialist company and serviced regularly.</li> <li>➤ All users are expected to be competent to use equipment appropriately and safely.</li> <li>➤ Children's and vulnerable adults' safety is the responsibility of their parent/carer.</li> <li>➤ There is an emergency alarm cord next to the toilet which sounds in the lobby area.</li> </ul>	Severity of hazard : Medium Likelihood of event : Low Adequacy of controls : Good	<ul style="list-style-type: none"> <li>➤ Designated leader will check weekly that the equipment is in good working order and will organise repairs / maintenance as necessary.</li> <li>➤ Instructions for use of equipment, and for emergency procedure when users are alone in the building are suitable displayed.</li> </ul>
Hiring out of building.	Serious injury	Private interest groups	<ul style="list-style-type: none"> <li>➤ Use of building, fire exits, kitchen equipment, explained to hirers on their first arrival.</li> <li>➤ Hirers to have their own Risk Assessment for their activities.</li> <li>➤ Hirers are responsible for any damage or injury that occurs during their usage.</li> </ul>	Severity of hazard : Medium Likelihood of event : Low Adequacy of controls : Medium	<ul style="list-style-type: none"> <li>➤</li> </ul>
<b>Assessment carried out by</b>	PWS			First RA May 2010 <b>Date of this assessment</b>	16 March 2023

<b>Signed</b>		<b>Next assessment before</b>	March 2025
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