

New Milton Evangelical Free Church - RISK ASSESSMENT



Date of assessment: 18th November 2021

Assessor: *John Harman* John Harman

Date verified by Trustees: 22nd November 2021

On behalf of the Trustees: *S.C. Woodcraft* Simeon Woodcraft

Address of Premises: 24-26 Whitefield Road, New Milton, BH25 6DF, Hampshire

Type of Risk Assessment:

- (a) Review of regular risks based on limited use of the church including use for storage with most meetings moved elsewhere due to the building extension.
- (b) Review of risks associated with work on the building extension.
- (c) Addition of risks with services & Tuesday evening meetings moved to Bashley Village Hall from 17th October 2021 and midweek children's & youth meetings moved to the Nedderman centre from 4th November.

Note re Covid:

Whilst Covid regulations have been relaxed, we along with other businesses, organisations and churches, under Health & Safety legislation still have to act reasonably and responsibly for the good of employees, and all those who enter their premises or those they interact with. This includes the ongoing risks associated with Covid-19.

All people are now encouraged to make informed decisions about how to manage the risk to themselves and others. Personal responsibility is the new focus in England, meaning us all acting for the good of everyone, it does not mean acting on one's own belief or solely for one's own benefit. NMEFC will continue to encourage safe practices such as avoiding close personal contact indoors, the thorough washing of hands, and we will have hand sanitiser and spare face masks available.

Anyone with symptoms of COVID-19, even if they are mild, should not attend.

Also if someone has been instructed by NHS Test and Trace to self-isolate because they have tested positive for COVID-19, or they are the close contact of someone who has tested positive for COVID-19, they must self-isolate and not attend unless they are in one of the exempt categories.

CHURCH BUILDING RISKS:

Routine statutory checks are carried out at the prescribed frequency on Electrical wiring, PAT testing, Gas safety / boiler servicing and lift servicing.

Fire alarms, smoke detectors, fire extinguishers and emergency lights are also serviced by an approved maintainer at the agreed intervals.

A Fire Safety survey and risk assessment has been completed and tests of alarm call points and emergency lighting are carried out. Fire doors, fire escapes and fire extinguishers are also checked.

A first aid kit is in place in the kitchen, stock is checked and certificates for First Aiders are displayed.

A list of those with food hygiene certificates is also displayed in the kitchen.

Fire procedures are up to date and wardens and meeting leaders have been issued with a copy.

Further actions:

1. Wardens, deacons and group leaders to be trained as required in fire safety procedures including use of evacuation chairs.
2. Training courses in First Aid were not available during the pandemic, but have now been scheduled as required to train new people and bring others up to date.

3. Certificates need to be displayed for all or as a minimum a list of those qualified for Food Hygiene & First Aid displayed.

USE OF OTHER PREMISES

Leaders of meetings in other premises such as Bashley Village Hall and the Nedderman Centre should acquaint themselves with the position of alarm call points, fire extinguishers and fire blankets. They should also check out the location of fire doors (emergency exits) and the location of the fire assembly point and routes to it.

Leaders should also consider site safety, possible dangers in the buildings or outside from traffic on nearby roads.

A first aid kit should be available and if one is not available they should take one with them.

If those attending are unfamiliar with the use of the building, they should be informed of exits and the fire assembly point.

A car park warden for morning services at Bashley Village Hall will help vehicles safely exit the car-park and keep children away from moving vehicles.

VISITORS

Covid-19 regulations such as face coverings no longer have to be worn, but visitors may choose to wear them. Face masks will be available at the entrance for those who have not brought a face mask and want to wear one.

Hand sanitiser will also be available for those who wish to use it and a thorough washing of hands will be encouraged for those who use the kitchen and after using the toilet.

There is no longer set measures for social distancing, but close personal contact such as the shaking of hands or hugging should be discouraged.

Anyone with symptoms of COVID-19, even if they are mild, should not attend. They should self-isolate and get a PCR test.

If someone has been instructed by NHS Test and Trace to self-isolate because they have tested positive for COVID-19, or they are the close contact of someone who has tested positive for COVID-19, they must self-isolate and not attend unless they are in one of the exempt categories.

ALL MEETINGS (ADULT & CHILDREN) ADDITIONAL MEASURES

Fans should not be used, but windows should be open to provide ventilation, but draughts and strong air flows should be avoided.

Communion should be safely prepared and distributed. We will continue to use disposable cups and have individual portions of bread.

Those handling food or drink should wash thoroughly and sanitise their hands, so that items are safely prepared and served.

ADDITIONAL RISKS ASSOCIATED WITH BUILDING EXTENSION

Introduction: The building work includes a small rear extension to the existing building. The work will be in 2 stages. Stage 1, the construction of the extension and external work only. During this phase the building will be used on a restricted basis. Stage 2, when old and new are joined and modifications are made to the old building. During this phase the building will not be used and there will be limited access to stored items.

Use of the building in Stage 1, will only continue if it is safe to do so, and items such as fire alarms and emergency lights are working. In stage 2 the building will not be used for any meetings.

Congregational Insurance have also asked that the alarms including the intruder alarm and operational as far as is practicable during the building work.

SAFETY MEASURES

1. The car-park will not be accessible to church users. However, in the pause of building work between the stages and at weekends, there will be limited parking in 1 or 2 bays.
2. Barriers (fencing) has been erected to block access down either side of the church to the car park.
3. Fencing has been erected to keep all other than workmen away from the work in the car park. Permission is needed for anyone other than workmen to access through the fencing and the site safety precautions must them be followed.
4. Shrubs and a small section of fence have been removed to the West side of the church to form a new escape route from the hall.
5. A new fire evacuation plan has been prepared with escape routes to the front rather than to the rear of the church.
6. The neighbour in the downstairs flat at #22 has access to their car in the Almansa House end of the car-park through the gate on the corner of their building.
7. Access to the external store is possible through the fencing and temporary door with permission.

SAFETY MEASURES – STAGE 2 (when building is no longer in use)

8. There will be disruptions to the electrical supply and alarms during the work, but both the intruder alarm and fire alarm will be operational whenever possible outside working hours.
9. Items in the church will be moved to the South end of the building and a dust screen erected to give some protection.
10. Access to pick up post, or other items will be limited.

CONTRACT MANAGEMENT

1. There will be regular meetings between the Builder (Brian Vaas), the Contract Administrator (Simon Ellis) and John Harman (on behalf of NMEFC).
2. Any issues arising which affect the security or safe use of the building will be communicated and the risk assessment updated as appropriate.