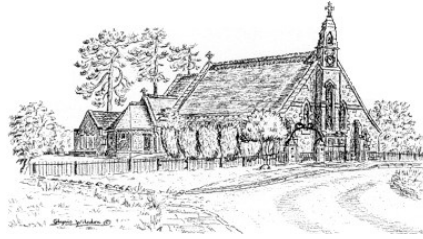


Risk Management Policy

St Andrew's Church Centre



Version 1 – December 2016

St Andrew's has a comprehensive Health & Safety Policy and supporting Health and Safety responsibilities and rules. In essence these provide and maintain safe and healthy conditions in the church centre and ensure the health, safety and welfare of all using the centre for normal activities and events. At least annually the Wardens carry out a risk assessment of the church centre, including the buildings and grounds (up to the external boundary). These assessments look at all the issues regarding the normal use of the church centre, e.g. all normal church services, youth groups and outside groups using the centre for meetings. They also include car parking, normal maintenance, access, emergencies and regular testing of key items.

However there are a number of activities that are not covered by these regular risk assessments of the Church Centre. These include (but are not limited to):

- Church youth groups going on trips away from the Church Centre (includes both the transport arrangements and the location being visited).
- Church related events on areas like the common or hills.
- Unusual events at the Church Centre where the risks are different, e.g. Holiday at Home, Holiday Club and Toddler Groups which involve potentially vulnerable and young people.
- External groups doing something unusual within the confines of the Church Centre, e.g. using a bouncy castle.

For these and similar events and activities, the organiser **MUST** ensure that an adequate risk assessment is undertaken and appropriate risk mitigation steps put in place before the event can take place. **These risk assessments include circumstances that could cause injury and preventative measures such as Disclosures for those working with young people and vulnerable adults.**

- For St Andrew's related events these risk assessments must be undertaken at least 2 weeks before the event and sent to the PCC Secretary for approval by the PCC (as they decide appropriate) before the event can take place. Until this approval is given, the event cannot take place.
- For externally organised events, these risk assessments must be undertaken at least 2 weeks before the event and sent to the Bookings Secretary for approval (low risk), the Wardens & Incumbent (medium risk) and PCC (high risk). Until this approval is given, the event cannot take place. Note: for externally booked events, there will be no refund of charges for using the Church Centre if an event cannot take place as planned due to the risk involved.

St Andrew's has standard risk assessment sheets available for undertaking risk assessments for events. These or something equivalent can be used and training is available. The key thing is that the 'organiser' is responsible for ensuring that an appropriate risk assessment is undertaken, mitigation / risk reduction actions agreed as necessary and that all those involved with organising and managing the event are aware of them and put them into practice.

As agreed by the St Andrew's PCC at its meeting on 1st December 2016