

PERSONAL SAFETY RISK ASSESSMENT - ST WILFRID'S CHURCH & HALL

Assessment made by Felicity Fox Date of assessment: March 2020 Date of Next Review: March 2022 or sooner if circumstances change

Scope of Risk Assessment: Use of Church and Hall

Activities of hall hirers is outside the scope of this risk assessment. Hall hirers are reminded of their responsibility to assess the risk of their activities.

What are the Hazards?	Who might be harmed and how?	What are we doing already?	What further action is necessary?	By Whom	When By	Date completed
People in Church						
People in the church on their own	Clergy, church wardens, music group, cleaning and flower teams. Clergy especially at risk of attack by persons with grudge/issue against church or clergy	No cash on premises. Valuables locked in the safe. Security lighting fitted by vestry door, church hall door and NW corner of church	Clergy to introduce Personal Safety Plan to congregation. Laminated copy to go on noticeboard in porch	Clergy/Felicity	Jun-20	
Robbery of weekly cash collection	Cash handling volunteers may be targetted	Most of the money is given directly by standing orders. The remainder is taken by a group of volunteers so the routine is different every week	To alert cash volunteers of the dangers	Emma	Jun-20	
Unsocial behaviour from young people/rough sleepers hovering or hanging out around the church, especially on Summer evenings	Clergy, church wardens, music group, cleaning and flower teams entering church buildings alone	Youngsters are deterred by signposted anti-climb paint. Local community police officer telephone number on wall in vestry	Clergy to introduce Personal Safety Plan to congregation. Laminated copy to go on noticeboard in porch	Clergy/Felicity	Jun-20	
People in the Church Hall						
People in the hall on their own	Cleaner, Hall Chairperson, Lettings Manager, Computer Support Group Leader and others	Separate telephone available in Committee Room. Key available in emergency access box. Security lighting fitted by vestry door, church hall door and NW corner of church.	Clergy to introduce Personal Safety Plan to congregation. Laminated copy to go on noticeboard in porch	Clergy/Felicity	Jun-20	
Church users	Confrontation with hall users over terms and conditions, late payment of rent. Private parties and discos can cause trouble with noise, damage and confrontation; either on the night or subsequently	Users are given written service agreements. Invoices are sent promptly. Written reminders are sent. Private parties and discos in the evenings are restricted.	Clergy to introduce Personal Safety Plan to congregation. Laminated copy to go on noticeboard in porch	Clergy/Felicity	Jun-20	
Cash collection at fairs and events	Cash handling volunteers may be targetted	Cash handlers work in pairs at fairs and events.	To alert cash volunteers of the dangers	PCC	Jun-20	

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People at Home						
Physical or verbal attack	Church members esp clergy may be approached by people in need requesting help or cash	Advice to clergy about callers to vicarage covered by publication entitled 'Knocking at Heaven's Door' No other addresses available to members of the public. Church contact list privately circulated.	Clergy to introduce Personal Safety Plan to congregation. Laminated copy to go on noticeboard in porch	Clergy/Felicity	Jun-20	
Physical or verbal attack	Lay workers and clergy visiting other people's homes in the parish		Clergy to introduce Personal Safety Plan to congregation. Laminated copy to go on noticeboard in porch	Clergy/Felicity	Jun-20	
Physical or verbal attack	Members of the public may be attacked or groomed for exploitation by church visitors	Church visitors are a small group who currently visit only people known to them personally through the church	DBS certificate required for all church visitors	Karen	Jun-20	
Travelling between Home and Church	Risk of attack, especially at night	Security lighting fitted by vestry door, church hall door and NW corner of church	Clergy to introduce Personal Safety Plan to congregation. Laminated copy to go on noticeboard in porch	Clergy/Felicity	Jun-20	
Self Defence	PCC advice to clergy and church support workers: Do not play the hero. Do not attempt to hold on to cash if you are threatened. If you are asked to hand over cash then hand it over. Only sound an alarm if you feel it is safe to do so. If you have not been trained in conciliation techniques, do not get involved in an argument. Avoid confrontation. Do not get involved in a physical situation. Do not try to apprehend anyone even if you have had training in self-defence techniques. If you have had such training, only use it as a last resort to defend yourself. Your aim should be to defuse a potentially violent situation and reduce the risk of injury to yourself and other people. As soon as possible, contact the Police and leave apprehension to them.					