

## Risk Assessment for St John's Methodist Church, Argyle Road, Whitstable, CT5 1JS

**This Risk Assessment must be read and signed by the Responsible Person for each group wishing to use the premises at St John's Methodist Church and a copy of this signed front page is to be returned to the lettings secretary prior to first use.** Signature will be required to be renewed whenever an amendment is made to this risk assessment or on change of the Responsible Person. The Responsible Person is deemed to be the person hiring the premises, the head of any organisation using the premises, or any person nominated by that organisation to act as the Responsible Person.

\* Delete as appropriate

\* I, (name) ..... of the (organisation) ..... confirm that I have read and understood the Risk Assessment document for St John's Methodist Church complex and that it will be complied with. I accept responsibility as the Responsible Person.

Signed ..... Date ..... Position held .....

**Or**

\* I, (name) ..... , being a Minister, Families Worker, Steward, a person authorised as a caterer or other nominated person of St John's Methodist Church, confirm that I have read and understood the Risk Assessment document for St John's Methodist Church complex and that it will be complied with. I accept responsibility as the Responsible Person.

Signed ..... Date ..... Position held .....

### Area Risk Assessments

The St John's Church complex comprises three areas; each is described below together with an outline of its expected use. **Use for any other purpose must be detailed in writing to the booking secretary in sufficient time to enable an appropriate Risk Assessment to be carried out prior to first use.**

Area 1: The Church, including the New Room, Chapel (Argyle Room) and Office.

Use: Church services, social functions, rehearsals and concerts, meetings and activities.

Risk Assessment: In addition to this over-arching Risk Assessment, a Risk Assessment specific to this area and its use is attached.

Area 2: Wesley Hall and attached Utility Room

Use: Church activities, school (including pre-school), social functions, meetings, activities.

Risk Assessment: In addition to this over-arching Risk Assessment, a Risk Assessment specific to this area and its use is attached.

Area 3: Lobby, kitchen, toilets, Epworth Room, Quadrangle, Aldersgate Room and Office.

Use: Church activities, social functions, meetings and activities. Aldersgate Room and Office are mainly for Circuit Superintendent and Circuit Administrator use.

Risk Assessment: In addition to this over-arching Risk Assessment, a Risk Assessment specific to this area and its use is attached.

### Over-Arching Risk Assessment

Whilst each of the three areas described above has its own Risk Assessment, this document considers the complex as a whole. Should there appear to be a conflict between this over-arching assessment and an individual area assessment, the more stringent condition will apply.

Whilst the three areas each has an assessed maximum capacity, based on likely use and evacuation routes, it would be wrong to assume that the complex can safely accommodate the sum of the three areas. The assumption for all three areas has been made that one exit route might be blocked, but if the whole complex were in use, then an exit route from two or perhaps all three areas could be blocked. For that reason:

- If the Wesley Hall and New Build areas are to be used together, the combined maximum capacity is assessed as 200 people.
- If the Church and New Build areas are to be used together, the combined maximum capacity is assessed as 260 people.
- If all three areas are to be used together, the combined maximum capacity is assessed as 325 people.

The Responsible Person must ensure that these assessed maximum capacities are not exceeded. Where significant seating is to be used, this may slow evacuation and the Responsible Person should consider reducing the maximum capacity accordingly. Furthermore, should there be Vulnerable or Mobility Impaired persons present, the Responsible Person must take this into account. Where appropriate, such persons might be seated adjacent to exit routes and have a nominated “buddy” to see that any evacuation is undertaken rapidly and safely.

The Responsible Person must familiarise themselves with safety and security measures for the complex, including fire exits and availability of fire-fighting equipment. If any person operates an alarm, if smoke or flames are observed, or if the shout of “Fire” is heard, the Responsible Person must ensure rapid evacuation of all persons to a place of safety. The rendezvous point for this church is in the car park. The Responsible Person will be expected to account for all persons present; report to attending Fire-Fighting teams whether any persons may still be in the complex, and where they are most likely to be found.

If an evacuation is ordered, the Responsible Person must assess the situation and advise on the safest and most expeditious evacuation route. The church is fortunate in that all doors are wheelchair friendly and that there are no steps at ground floor level fire exits except for a single step in the Wesley Hall, just before the front doors to the hall. The step is well marked. Responsible Persons are to familiarise themselves with the following normal evacuation routes:

- The Church, including the New Room: through the entrance door and Lobby; through the rear door and Flower Room to the car park; and through the doors either side of the sanctuary area leading to the side door by the office.
- The Chapel (Argyle Room) and Office: through the side door by the office or through the church.
- Wesley Hall and attached Utility Room: through the front doors to the hall or through the door to the Lobby.
- New build connecting the Wesley Hall and the Church, inclusive of lobby, kitchen, toilets, Epworth Room, Aldersgate Room and the Office: through the Lobby and entrance door or through the rear fire door by the Office leading to the car park.

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Property Steward