

RISK ASSESSMENT

Reason for assessment	<p>General Assembly and Guild Big Sing Church of Scotland Assembly Hall Mound Place Edinburgh EH1 2LU</p> <p>From Saturday 20 May to Thursday 25 May 2023</p>
Assessment carried out by (print name(s))	<p>Rev. Fiona Smith – Principal Clerk Rev Donald McCorkindale – Convener, Assembly Business Committee Mr. Sandy Gemmill – Chief Steward Mr. William Mearns – Assembly Officer Rev. Michael Mair – GA Arrangements Group Convener Ms. Jaqueline Collins – Health and Safety Manager, Office of the Assembly Trustees Ms. Karen Gillon – General Secretary, The Guild</p>
Date of assessment	<p>5 January 2023 (MM / JC) 8 May (MM/JC) 9 May (MM) 16 May 2023 (MM, FS, DM, SG, WM, JC, KG)</p>
Review date(s)	<p>8 May 2023 16 May 2023</p>
<p>Assistance to prepare this risk assessment is available from the H&S Manager however responsibility lies with the line managers / event organisers who have the detail of the activity/location. The line manager / activity organiser named above confirms that the risk assessment is suitable and sufficient and they consider the risks to be acceptable.</p>	
Name of H&S Manager:	Jacqueline Collins
Date reviewed by H&S Manager on the basis of information provided:	16 May 2023

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
What are the significant hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Action by whom?	Action by when?	Done
Venue safety / suitability	All attendees / event organisers / technical crew	<ul style="list-style-type: none"> CofS property – confirmation received from Dept of GA that all statutory testing is up to date and there are suitable toilets/handwashing facilities available. Accessible entrance from Lawnmarket side, with lift within the building Confirmed that venue will provide briefing to organiser regarding location of toilets, drinking water, first aid, evacuation arrangements etc. 	<ul style="list-style-type: none"> Check if any attendees have access/disability requirements Wheelchair users to be encouraged to use the upper gallery to remove requirement for transfer to evac chair in an emergency Microphone to be available in the wheelchair area to encourage use of this space Arrange additional support measures required Prepare Personal Emergency Evacuation Plan in conjunction with identified attendees 			
Catering	All attendees / organisers Food poisoning Allergic reaction	<ul style="list-style-type: none"> External caterer (Grassmarket Project) responsible for the provision of catering in Rainy Hall and Quad – as this is part of their normal operations, they require to comply with current H&S legislation and meet standards 	<ul style="list-style-type: none"> Organiser will email specific guests in advance of the event and make appropriate arrangements to provide food that meets any allergen/dietary requirements Caterer will be informed of allergies/dietary requirements to ensure appropriate arrangements will be in place Grassmarket Project risk assessment to be provided 	<ul style="list-style-type: none"> Organiser and caterer 	Before and on day	
Fire	All attendees / event organisers / technical crew Smoke inhalation / burns	<ul style="list-style-type: none"> Emergency Evacuation Controller will be John Williams, with Nick Williams as Deputy Evacuation Controller. Emergency Evacuation Controller and Depute trained to read / silence / reset the fire panel. 	<ul style="list-style-type: none"> Emergency Evacuation Procedures document (<i>attached</i>) to be communicated to and followed by all fire marshals and stewards, with a named person designated as Emergency Evacuation Controller at all times. 			

		<ul style="list-style-type: none"> • Both doors to St Andrews Room will be unlocked on arrival and the key removed while the room is occupied. • Fire extinguishers are only to be used by those trained in their correct use. • SFRS Call Challenge arrangement will be followed (<i>as per Emergency Evacuation Procedures document attached</i>) • Escape routes are clearly signed and emergency lighting system is in place and tested. • Automatic fire detection system/alarm in place • No part of the fire detection / alarm system will be disabled • No smoking permitted • No requirement for candles or naked flames during the event 	<ul style="list-style-type: none"> • Event organiser to provide briefing to all attending regarding evacuation procedures. This information will be provided to commissioners in advance of the General Assembly and by means of messages displayed on the screens in the Assembly Hall. • A training for first time commissioners, including youth representatives will be held on Friday 19 May 2023. This training will be undertaken by the Assembly Business Committee and Clerks and will include an optional tour of the Assembly Hall and Rainy Hall to ensure that everyone who attends the Assembly has familiarity with the building and how to move around it. • Event organiser to ensure mentors are appointed to any attendees who may require assistance to ensure prompt evacuation in an emergency. • Evacuation chair operators to be provided by event organiser – refresher training completed on 20 April 2023) • Fire marshals to be appointed by the Assembly Business Committee. These fire marshals shall be Mr. John Williams, Mr Nick Williams, Mr Sandy Gemmill, and Mr Neil Proven with additional stewards trained to provide assistance during an evacuation. • Walkround with SFRS to take place on-site at the Assembly Hall prior to the GA – arranged for 18 May 2023. Jackie Collins 			
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			accompanying Watch Commander Iain Farquhar.			
COVID-19	All attendees / event organisers / technical crew Transmission of virus	<ul style="list-style-type: none"> Organiser to follow all current guidance from the Scottish Government All spaces are adequately ventilated before, during and after use. The two intake fans have been checked and are able to run at full capacity. The fresh air is drawn in through the gate to the University boiler room in the SW corner of the quadrangle and is supplied at 12m³/s - the equivalent of 12000l/s. This gives an occupant capacity using the 10l/s/person of 1200. The eight outtake fans have been checked and are able to run at full capacity. These outtake fans balance the intake of air to the building. CO2 detectors will be monitored to check air quality within the Assembly Hall, to ensure levels remain below the maximum acceptable level of 1000ppm. If any concern is raised related to the CO2 figure getting too high, doors to Castlehill and the Lawnmarket can be opened to assist with ventilation provided they are manned by Stewards. The heating controls have been adjusted to provide 	<ul style="list-style-type: none"> Event organiser to monitor and ensure compliance during event Briefing to be provided by event organiser to all attendees in advance and at the start of the event to ensure all parties understand their obligations. This information will be provided to commissioners in advance of the General Assembly and by means of messages displayed on the screens in the Assembly Hall. This Risk Assessment shall be published online in advance of the General Assembly. Attendees to be instructed that should they feel unwell or develop COVID-19 symptoms, they should modify their attendance to online rather than in person and follow NHS Inform Scotland guidance to reduce the spread of infection. 	<ul style="list-style-type: none"> Event organiser 	Before and during event	

		<p>greater control over the temperature of the building.</p> <ul style="list-style-type: none">• Maximise ventilation by opening windows regularly or permanently throughout the building.• The Moderator's block will be available for named individuals. Windows should be open regularly throughout the day for ventilation.• Encourage attendees to maintain a safe, reasonable distance from others and avoid overcrowding.• Hand sanitiser to be available and used by all on arrival and throughout the day – the Assembly Officer will ensure a supply of sanitiser is available.• Signage to give guidance will be displayed.• Sanitising stations will be monitored by stewards to ensure they do not run dry.• Soap (dispensed – not bars); hot water; hand dryers/paper towels available for handwashing• Venue will be cleaned and sanitised before use• Common hand touch sites and lecterns will be cleaned/sanitised at the end of each session by the Assembly Officers.• Attendees should follow good hygiene practice in car-sharing and use of public transport.				
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		<ul style="list-style-type: none">• Regular breaks built into the programme with attendees encouraged to go outside for fresh air during each break. To avoid congestion, those present will be able to exit to the Quad and via the Lawnmarket and Castlehill doors onto the Royal Mile.• Jugs of water and glasses will be available for the top table, set out by the Stewards/Assembly Officers.• Disposable cups etc to be used for refreshments unless professional caterers are responsible for refreshments, in which case they will be responsible for washing dishes etc• Outside areas to be used for breaks and informal meetings between commissioners – discourage larger groups gathering in corridors to minimise congestion and enable physical distancing to be maintained.• All facilities within toilets will be available to avoid queuing.• Designated seating areas (upstairs – south & west) to allow for physical distancing will be available• Communion – follow current Church of Scotland guidance regarding arrangements				
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		<ul style="list-style-type: none"> • Good hand hygiene arrangements to be followed by all those using lecterns. • Headset microphones will be put on by the person requiring to wear it • Clear polythene sheets will be hung between those using the St Andrew Corridor room to provide additional protection while allowing ventilation • Numbers on site during set up will be kept to a minimum. • Technical crew will wear face coverings when physical distancing is not possible, e.g when lifting equipment into place. Interaction time to be kept to a minimum. 				
Manual handling	<p>Technical crew</p> <p>Injuries or back pain from handling heavy / bulky objects</p>	<ul style="list-style-type: none"> • Loading and unloading equipment will be at times when the Hall is closed to other users. Will be phased and controlled. • All manual handling will be carried out by outside organisations. • Appropriate trolleys to be used to avoid carrying 	<ul style="list-style-type: none"> • Risk assessment/method statement to be provided by Camerons (contractor carrying out Supply, Rig and De-rig of AV equipment for use by Oscus Media) demonstrating their safe working practices. A copy of these documents will be retained alongside this Risk Assessment. 			
Fall from height	<p>Technical crew</p> <p>Bruising, fractures, death</p>	<ul style="list-style-type: none"> • Only Camerons will be working at height and provide their own equipment. 	<ul style="list-style-type: none"> • Camerons risk assessment/method statement to be provided. 			
Slips, trips	<p>All attendees / event organisers / technical crew</p>	<ul style="list-style-type: none"> • Stewards will ensure mats are in place in wet weather 				

		<ul style="list-style-type: none"> • Stewards will ensure any spills, rain water etc are mopped up immediately • Wet floor signs will be displayed when required • Coats, bags etc to be taken into the Hall by their owner and stored safely beside them. • Hand sanitising stations include a drip tray and will be monitored by the stewards for spillages • Venue to be set out to ensure there are no trip hazards • Equipment leads or cables will be appropriately routed / covered • Walkways will be kept clear • Areas will be well lit for visibility 				
Security	All attendees / event organisers / technical crew	<ul style="list-style-type: none"> • Stewarding team will be co-ordinated by Chief Steward and Depute Chief Steward. • Role description created and sent to all potential stewards to verify they are able to undertake the tasks • Duties will be as per role description attached. • Chief Steward and Depute Chief Steward will observe/manage stewards at training/during the GA to ensure they are not putting themselves or others at risk. • An appropriate number of stewards will be on duty. This will include a minimum 	<ul style="list-style-type: none"> • All stewards will either have extensive experience of stewarding at the General Assembly and will be provided with training or a refresher training from the Chief or Depute Steward. • Cloakroom to be manned at all times to discourage unattended items being left. All items are left at commissioners own risk. • The public gallery shall be open on a first come, first served basis, with additional stewards to prevent the public accessing other areas of the building. • Consider separate queues at Lawnmarket side to manage public and commissioners • Assembly Hub screen on mobile device to be shown by 			

		<p>of 17 stewards on duty per shift.</p> <ul style="list-style-type: none"> Stewards will also assist fire marshals during any emergency evacuation, by guiding attendees to nearest exit; displaying signs at Assembly Points and manning final exit doors to prevent re-entry. Stewards are authorised to ask to see inside bags brought into the Assembly Hall to ensure safety. 	<p>commissioners to verify name/number on arrival to collect lanyard and pass. Photo ID (passport/driving licence) can be shown as evidence by those who cannot use the above option.</p> <ul style="list-style-type: none"> Commissioners to be reminded to wear passes at all times and to report any lost passes immediately to the Assembly Office. 			
Electrical	<p>All attendees / event organisers / technical crew</p> <p>Electric shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.</p>	<ul style="list-style-type: none"> All equipment to be used will have undergone portable electrical appliance test Equipment and cables will be inspected before each use and any defective or damaged items taken out of use immediately Equipment leads or cables will be appropriately routed / covered Commissioners will be encouraged to bring their own power bank to ensure their personal devices are charged. 	<ul style="list-style-type: none"> No daisy-chaining of extension leads permitted Any extension reels must be fully unwound before use All redundant cables / electrical equipment to be removed / tidied 			
Medical	<p>All attendees / event organisers / technical crew</p>	<ul style="list-style-type: none"> Telephone to be available to summon emergency assistance if required Defibrillator available on railings of New College. The code for the locked cabinet is available by calling 999. First aid kits available around the building and 	<ul style="list-style-type: none"> Event organiser will arrange provision of trained first aiders. 			

		<p>within the first aid room on the ground floor</p> <ul style="list-style-type: none"> Attendees to be instructed that should they feel unwell or develop COVID-19 symptoms, they should modify their attendance to online rather than in person. If they feel unwell at any time during the event, they should seek medical advice. Either the Accessible Toilet off the West corridor or the First Aid room is the designated safe space until medical assistance arrives. 				
Cash handling	Those involved with collecting / handling offering / sales etc	<ul style="list-style-type: none"> No cash handling is expected to take place over the course of the General Assembly, except for the Big Sing. 	<ul style="list-style-type: none"> Cash Handling risk assessment to be prepared for the Big Sing 	<ul style="list-style-type: none"> Guild General Secretary 	<ul style="list-style-type: none"> Prior to the event 	

Persons with controlling interests in the Risk Assessment are:

First Aiders	St. Andrew's First Aid
Stewards	Sandy Gemmill and Neil Proven
Fire Marshals	John Williams, Nick Williams, Sandy Gemmill, Neil Proven
Evac Chair Operators	Sandy Gemmill, Neil Proven, William Mearns, Karen McKay

Distribution

Person(s) involved with GA and Guild Big Sing activities	Information to be distributed / explained to parties involved by the event organiser
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THE CHURCH OF SCOTLAND

ROLE DESCRIPTION

Title of Post: Steward at the General Assembly of the Church of Scotland

Responsible to: The Depute Chief and Chief Stewards in the first instance,
the wider Assembly Business Committee/Procedure Committee more generally.

Date: 20-25 May 2023

Main Purpose of post: To ensure the safety of commissioners, delegates, representatives and visitors to the General Assembly of the Church of Scotland.

CONTEXT FOR THE ROLE:

Stewards have a vital role at the General Assembly to ensure the safety and comfort of those attending. Stewards provide a friendly welcome to the Assembly Halls, ensure the security of proceedings by checking passes, are alert to security threats and disturbances and have a responsibility to ensure the safe evacuation of the Assembly Hall if this is required.

MAIN DUTIES

- Welcoming commissioners, delegates, youth representatives and visitors to the Assembly Hall.
- Providing directions around the building.
- Opening and closing doors into the main debating chamber.
- Controlling and directing movement around the Assembly Hall.
- Evacuation of the Assembly Hall upon sounding of the emergency alarm.
- Clearance of public gallery if directed to do so by the Convener of the Procedure Committee/Chief Steward/Depute Chief Steward.
- Staffing of emergency exits.

- Ensuring the security of the building through checking of passes and ensuring security doors remain closed.
- Staffing of the cloakroom.
- Other such duties as may be required and directed by the Chief or Depute Chief Steward.

PERSON SPECIFICATION – Essential criteria

- A friendly disposition with the ability to welcome people to the Assembly Hall.
- The ability to stand unaided for three hours without a break.
- The ability to work independently, as well as part of a wider team.
- Attendance at a stewarding training event prior to the General Assembly.
- An understanding of the General Assembly and its business.
- An understanding of the layout of the Assembly Hall and the ability to direct others through the building.
- Servant-hearted attitude in attending stewarding duties.
- The confidence to stop members of the public from accessing commissioner only areas of the Hall.
- Awareness of the policies and procedures surrounding the evacuation of the Assembly Hall.
- The ability to assist others in evacuating the Assembly Hall if required.
- Be in sympathy with the aims and objectives of the Church of Scotland.

All stewards are supported by the Assembly Office, and by the Chief and Depute Chief Steward. If you have any concerns, these can be addressed to the Chief or Depute Chief Steward who will be able to provide advice in the first instance.