

The Church of Scotland, Church Buildings Security Risk Evaluation

This risk assessment represents the local H & S Considerations for security and protection of premises	
Congregation	
Presbytery	
Which building(s) does this risk evaluation relate to?	Church building
Name of assessor(s)	
Date	
Date of review	
Signature	

Evaluation	Who might be harmed and how?	What Control measures already in place?	What further actions required to control risk?	Who is responsible for taking action	When is the action needed by?	Done
<p>A: Unauthorised Access to persons with malicious intent</p>	<p>Who: Employees, office bearers, volunteers, members of the public and congregational members</p> <p>How: Unauthorised entrants entering the building with malicious intent causing harm or distress to building occupants.</p>	<ol style="list-style-type: none"> 1. We have a physical presence (beadle) at the entrance doorway to ensure that the access and egress to the church building is secured and to prevent unauthorised access. 2. The doors are locked prior to the service commencing to prevent unauthorised access. 3. The church grounds are protected by perimeter fencing and it remains secure and effective. 4. Church doors and gates are locked when the building is not in use. 5. The church is located within a busy community and overlooked by passers-by and neighbouring housing development. 	<ol style="list-style-type: none"> 1. All unauthorised access, loitering or suspicious behaviours within the church grounds are recorded and further control measures are considered to prevent re-occurrences. 2. Police are made aware of all suspicious behaviours or loitering around the church or premises. 3. Unlit areas around the building, secluded areas or overgrown bushes or trees which provide cover are maintained and cut back and additional lighting added as required. 	<ol style="list-style-type: none"> 1. Fabric Convener/H&S appointed person 	TBC	

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B: Lack of Security	<p>Who: Employees, office bearers, volunteers, members of the public, congregational members</p> <p>How: Lack of security measures may allow access to church premises and buildings allowing for planning or carrying out harm or acts of terror</p>	<ol style="list-style-type: none"> 1. Physical presence and controls at access and egress points to the building. 2. Activity groups and building users maintain a register and relative control over the access and egress points to the building(s). 3. All suspicious behaviours, or perceived threats are immediately reported to the police. 4. Doors are locked whilst the building is occupied to prevent any unauthorised access. 5. Visible Security cameras and security signage are placed around the building to deter unauthorised access. 	<ol style="list-style-type: none"> 1. All outbuildings such as boiler rooms and external stores are suitably secured and routinely inspected. 2. Perimeter fencing and lockable gates to be routinely inspected for ongoing security and safety. 3. Report to police any damage or interference with security systems including locks or gates and any signs of attempted unauthorised entry. 	<ol style="list-style-type: none"> 1. Fabric Convener, /H &S appointed person 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 	
C: Church Location	<p>Who: Employees, office bearers, volunteers, members of the</p>	<ol style="list-style-type: none"> 1. The church is not located to any nearby publicly accessible sensitive sports grounds, arenas or 	<ol style="list-style-type: none"> 1. Evaluation on church location to be reviewed following any new developments and 	<p>Fabric convener/H&S Appointed person</p>	<p>Ongoing</p>	

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	<p>public, congregational members</p> <p>How: Church location and close proximity to other publicly accessible sports venues, arenas government, religious or political buildings which may be targeted or likely to impact on the church building(s)</p>	<p>government buildings, religious or political building(s) considered to pose a threat to the church building(s) following a terror incident.</p> <p>2. The ongoing security measures taken at the church building are considered sufficient within the scope of the standard tier to prevent the church building being used to impact a neighbouring property by any intended terrorist activity.</p> <p>3. All available guidance information and property risk factors have been considered based on the location, neighbouring properties and likely impact to the church buildings and the immediate vicinity.</p> <p>4. Review and consider the terrorist threat</p>	<p>changes to the neighbouring premises within close proximity.</p> <p>2. Consider church security prior to any pre planned public festivals, events, marches or protests which may create an allurements and cover for persons planning a terrorist activity or malicious intent to cause harm.</p>			

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		level which is currently “Substantial” which indicates that an attack is likely				
D: Evacuation	<p>Who: Employees, office bearers, volunteers, members of the public and congregational members</p> <p>How: Entrapment within the building, Lack of escape routes away from harm.</p>	<ol style="list-style-type: none"> 1. Fire evacuation routes and exits all checked and deemed to be functional and free from defects and obstructions. 2. The fire and Emergency evacuation plans have been reviewed and distributed to groups and regular building users, a copy is displayed publicly to show the evacuation routes. 3. Emergency lighting and fire exits are clearly marked around the building. 	<ol style="list-style-type: none"> 1. All stored items must be minimised and reduced to ensure that any fire risks are reduced to the lowest possible levels. 3. No gases fuels, chemicals, paints and other fire hazards are permitted for storage on the premises without Kirk Session approval and suitable storage areas being identified and agreed. 	Fabric Convener and Health & Safety Administrator	See Fire Safety Risk Assessment	
E: Invacuation	<p>Who: Employees, office bearers, volunteers,</p>	1. Invacuation is the opposite of evacuation to be used where the threat is considered to	1. Invacuation plans to be further reviewed in line with the recommended	Fabric convener/ Kirk Session	ongoing	

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	members of the public, congregational members	<p>be out with the building.</p> <p>2.all doors and windows to be locked and sealed and occupants to be retained within the building until the emergency services arrive and the threat has been deemed safe.</p> <p>3. Invacuation procedures have been updated to the Emergency evacuation plans and will only be invoked where the threat to the occupants is considered to be presented out with the church building(s)</p>	guidance and information.			
F: Terror Attack	Who: Employees, volunteers, general public, visitors and congregational members	1. Guidance and information distributed to all groups and church building users, general COS guidance taken from the governments Action Counters Terrorism (ACT) group	1. Ensure that COS guidance and information is distributed	Kirk session appointed person		

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	<p>How: Terrorist attack by lone assailant or planned attack at the church or neighbouring premises.</p>	<p>shared with employees and volunteers and displayed in public areas for other visitors to see. 2. RUN,HIDE,TELL (See appendix 2)</p>				
Bomb Threat	<p>Who: Employees, volunteers, general public, visitors and building users</p> <p>How: Risk of panic, Explosion, fire, structural failure, harm and entrapment</p>	<p>1. All staff and volunteers have been provided with the bomb threat checklist and procedures for dealing with a bomb threat (See Appendix 3)</p> <p>2. Police to be notified immediately and all relative checklist information to be relayed to them.</p> <p>2. All occupants to be evacuated using the local fire and emergency evacuation procedures and protocols.</p>		Fabric Convener		
Suspicious Packages	Who:	1. (See appendix 2) COS	1. Ensure that	Kirk Session		

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	<p>Employees, volunteers, general public, visitors and building users</p> <p>How:</p> <p>Receipt of poisons, incendiary packages or bombs</p>	<p>guidance and advice has been circulated to raise awareness of how to deal with suspicious packages.</p> <p>2. All suspicious mail and unexpected packages are to be dealt with in line with the guidance and advice supplied (Appendix 2) Session.</p> <p>5. All spillages, loose foods such as fruit and veg, surplus food waste remains the responsibility of the foodbank and all waste must be double bagged and discarded in the external waste or removed from the property.</p>	<p>foodbank are aware of their responsibilities and can demonstrate the necessary compliance for the activities undertaken within church premises.</p> <p>2. Public Liability insurances should also be further clarified as any claims will not be accepted by the Kirk Session for 3rd party employees, volunteers or foodbank activities taking place on the premises.</p>			

Any additional notes: