

RISK ASSESSMENT

Reason for assessment	General Assembly and Guild Big Sing Church of Scotland Assembly Hall Mound Place Edinburgh EH1 2LU From Saturday 17 May to Thursday 22 May 2025
Assessment carried out by (print name(s))	Rev. Fiona Smith – Principal Clerk Rev. Michael J Mair – Convener, Assembly Business Committee Rev. Sheila Kirk – Vice Convener, Assembly Business Committee Mr. Sandy Gemmill – Chief Steward Mr. William Mearns – Assembly Officer Ms. Jacqueline Collins – Health and Safety Manager, Office of the Assembly Trustees Ms. Karen Gillon – General Secretary, The Guild
Date of assessment	20 th April 2025
Review date(s)	29 April 2025 – this version
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.	
Name of H&S Manager:	Jacqueline Collins
Date reviewed by H&S Manager on the basis of information provided:	

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 Office 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 Organisers (Assembly Business Committee - ABC) aware of location of toilets, drinking water, first aid, evacuation arrangements etc and will share this with attendees. 	<ul style="list-style-type: none"> Check if any attendees have access/disability requirements Arrange additional support measures required Prepare Personal Emergency Evacuation Plan in conjunction with identified attendees Ensure Stewards and Evacuation Chair operators are aware of location of attendees who may require their assistance, with minimal essential information being shared verbally by the Depute Chief Steward 	ABC ABC/Depute Chief Steward As above Depute Chief Steward	Pre-event Pre-event Pre-event Daily during event	
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"> ABC 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 	ABC and caterer ABC Caterer	Pre-event Pre-event Pre-event	
Fire	All attendees / event organisers / technical crew Smoke inhalation / burns	<ul style="list-style-type: none"> Emergency Evacuation Controller will be Nick Williams with Sandy Gemmill as Depute Evacuation Controller. Emergency Evacuation Controller and Depute (+ 2 others) have been trained to read / silence / reset the 	<ul style="list-style-type: none"> Chief Steward / Depute Chief Steward to become acquainted with the Emergency Evacuation Procedures document (<i>attached</i>) and be prepared to act if required. Emergency Evacuation Procedures document to be communicated to and followed by 	Chief Steward/ Depute Chief Steward Chief Steward/ Depute Chief Steward	Pre and during event Pre and during event	

		<p>fire panel, and to relate the text displayed to the drawings to identify where devices have activated.</p> <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, and once the alarm has been raised. 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 Stewards allocated to corridor positions with folding seats will fold the seat and hang it on the wall hook when seat is not in use, or during an emergency evacuation. Fire marshals appointed by the Assembly Business Committee. These fire marshals shall be Mr Nick 	<p>all fire marshals and stewards, with a named person designated as Emergency Evacuation Controller at all times.</p> <ul style="list-style-type: none"> ABC 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 16 May 2025. 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. Ensure stewards are appointed to any attendees who may require assistance to ensure prompt evacuation in an emergency. Walkround with SFRS to take place on-site at the Assembly Hall prior to the GA on 6 May 2025. A date for Police Scotland was arranged for the 15th April to tour the building. 	<p>ABC</p> <p>ABC/Clerks</p> <p>ABC / Depute Chief Steward</p> <p>Chief Steward / Depute Chief Steward / H&S Manager / NW as Evacuation Controller</p>	<p>Pre and during event</p> <p>Pre and during event</p> <p>6 May 2025</p>	
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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. 	Camerons	Pre-event	
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. 	Camerons	Pre-event	
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 Stewards will ensure any spills, rainwater etc are mopped up immediately Wet floor signs will be displayed when required If cloakroom is closed, coats, bags etc to be taken into the Hall by their owner 				

		<p>and stored safely beside them.</p> <ul style="list-style-type: none"> • 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 • Stewards allocated to corridor positions with folding seats will fold the seat and hang it on the wall hook when seat is not in use, or during an emergency evacuation. • Areas will be well lit for visibility 				
<p>Security and protection of premises</p> <p>Unauthorised access to persons with malicious intent</p>	<p>Who: GA commissioners, attendees, volunteers, employees, members of the public, contractors</p> <p>How: Unauthorised entrants entering the building with malicious intent causing harm or distress to building occupants.</p>	<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 the Stewarding Operations Guide. • 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 of 17 stewards on duty per shift. • We have a physical presence at all entrance 	<ul style="list-style-type: none"> • All stewards will have extensive experience of stewarding at the General Assembly and will be provided with training or a refresher training from the Chief Steward / Depute Chief Steward. • Advice and training for Stewards will be provided on the 13th and 14th May 2025. Those unable to attend the training session will receive a brief verbal induction by Chief Steward / Depute Chief Steward, in addition to relevant daily briefings. • Assembly Hub screen on mobile device to be shown by 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. • Commissioners to be reminded to wear passes at all times and to 	<p>Chief Steward / Depute Chief Steward</p> <p>Chief Steward / Depute Chief Steward</p> <p>ABC</p>	<p>Pre and during event</p> <p>Pre-event</p> <p>During event</p>	

		<p>doors to ensure that access and egress to the building is monitored.</p> <ul style="list-style-type: none"> Stewards will remain in the corridors at designated points in the East Gallery Corridor and Lower East Corridor to manage access to the Black & White corridor. The doors are locked when the building is not in use and until the stewards are in place to prevent unauthorised access. The building is located within a busy area and is overlooked by passers-by and neighbouring properties. 	<p>report any lost passes immediately to Assembly Office.</p> <ul style="list-style-type: none"> 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 All unauthorised access, loitering or suspicious behaviours will be recorded, and further control measures are considered to prevent re-occurrences. Police will be made aware of all suspicious behaviours or loitering around the building. 	<p>ABC</p> <p>Chief Steward / Depute Chief Steward</p> <p>Chief Steward / Depute Chief Steward</p> <p>Chief Steward / Depute Chief Steward</p> <p>Chief Steward / Depute Chief Steward</p>	<p>During event</p> <p>During event</p> <p>During event</p> <p>During event</p> <p>During event</p>	
<p>Security and protection of premises</p> <p>Lack of security</p>	<p>Who: GA commissioners, attendees, volunteers, employees, members of the public, contractors</p> <p>How: Lack of security measures may allow access to building allowing for planning or carrying out harm or acts of terror</p>	<ul style="list-style-type: none"> Physical presence and controls at access and egress points to the building. Commissioners are identifiable as they require to wear passes at all times. Stewards are authorised to manage access to the building; challenge those not wearing passes and can ask to see inside bags brought into the Assembly Hall building to ensure safety. One gallery is open to the public so stewards will 	<ul style="list-style-type: none"> Report to police any damage or interference with security systems including locks or doors and any signs of attempted unauthorised entry. All suspicious behaviours, or perceived threats will be reported to the police. 	<p>Chief Steward / Depute Chief Steward</p> <p>Chief Steward / Depute Chief Steward</p>	<p>During event</p> <p>During event</p>	

		<p>require to remain vigilant to observe behaviours and to restrict movement to other parts of the building.</p> <ul style="list-style-type: none"> Doors are locked whilst the building is unoccupied to prevent any unauthorised access. 				
<p>Security and protection of premises</p> <p>Location</p>	<p>Who: GA commissioners, attendees, volunteers, employees, members of the public, contractors</p> <p>How: Location and close proximity to other publicly accessible venues, government, religious or political buildings which may be targeted or likely to impact on the building</p>	<ul style="list-style-type: none"> The building is located in the centre of a busy tourist area The ongoing security measures taken at the building are considered sufficient to prevent the building being used to impact a neighbouring property by any intended terrorist activity. All available guidance information and property risk factors have been considered based on the location, neighbouring properties and likely impact to the building and the immediate vicinity. Review and consider the terrorist threat level which is currently "Substantial" which indicates that an attack is likely 	<ul style="list-style-type: none"> Consider building 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. 	ABC / Chief Steward / Depute Chief Steward	Pre-event	
<p>Security and protection of premises</p> <p>Evacuation</p>	<p>Who: GA commissioners, attendees, volunteers, employees, members of the public, contractors</p> <p>How: Entrapment within the building, Lack of escape routes away from harm.</p>	<ul style="list-style-type: none"> Fire evacuation routes and exits all checked and deemed to be functional and free from defects and obstructions. The fire and emergency evacuation plans have been shared with fire marshals, stewards and commissioners. Copies 				

		<p>are displayed publicly to show the evacuation routes.</p> <ul style="list-style-type: none"> Emergency lighting and fire exits are clearly marked around the building. 				
<p>Security and protection of premises</p> <p>Invacuation</p>	<p>Who: GA commissioners, attendees, volunteers, employees, members of the public, contractors</p>	<ul style="list-style-type: none"> Invacuation is the opposite of evacuation to be used where the threat is considered to be out with the building. 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>Security and protection of premises</p> <p>Terror Attack</p>	<p>Who: GA commissioners, attendees, volunteers, employees, members of the public, contractors</p> <p>How: Terrorist attack by lone assailant or planned attack at the building or neighbouring premises.</p>	<ul style="list-style-type: none"> Guidance and information provided to Chief Steward / Depute Chief Steward – refer to Directive 22 (Terrorism, suspicious packages and bomb threats) RUN, HIDE, TELL (See Directive 22) 				
<p>Security and protection of premises</p> <p>Bomb Threat</p>	<p>Who: GA commissioners, attendees, volunteers, employees, members of the public, contractors</p> <p>How: Risk of panic, explosion, fire, structural failure, harm and entrapment</p>	<ul style="list-style-type: none"> Chief Steward / Depute Chief Steward have been provided with the bomb threat checklist and procedures for dealing with a bomb threat (See Directive 22 and Form 28) Police to be notified immediately and all relative checklist information to be relayed to them. All building occupants to be evacuated using the local 				

		fire and emergency evacuation procedures and protocols.				
Security and protection of premises Suspicious Packages	<p>Who: GA commissioners, attendees, volunteers, employees, members of the public, contractors</p> <p>How: Receipt of poisons, incendiary packages or bombs</p>	<ul style="list-style-type: none"> Stewards, fire marshals and employees working within the building have been provided with guidance and advice to raise awareness of how to deal with suspicious packages (See Directive 22 and Form 28) All suspicious mail and unexpected packages are to be dealt with in line with the guidance and advice supplied 	<ul style="list-style-type: none"> Cloakroom to be manned at all times to discourage unattended items being left. All items are left at commissioners' own risk 	Chief Steward / Depute Chief Steward	During event	
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 No daisy-chaining of extension leads permitted Any extension reels will be fully unwound before use Commissioners will be encouraged to bring their own power bank to ensure their personal devices are charged. 				
Medical	All attendees / event organisers / technical crew	<ul style="list-style-type: none"> Telephone available to summon emergency assistance if required 	<ul style="list-style-type: none"> ABC will arrange provision of medic and trained first aiders. 			

		<ul style="list-style-type: none"> 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 within the first aid room on the ground floor Attendees to be instructed that should they feel unwell or develop 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 	Guild General Secretary	Pre-event	

Persons with controlling interests in the Risk Assessment are:

First Aiders	St. Andrew's First Aid
Stewards	Sandy Gemmill and Simon Bolam
Fire Marshals	Nick Williams, Sandy Gemmill, Simon Bolam
Evac Chair Operators	Sandy Gemmill, 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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