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| **RISK ASSESSMENT** |

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| **Reason for assessment** | | General Assembly and Guild Big Sing  Church of Scotland Assembly Hall  Mound Place  Edinburgh  EH1 2LU  From Saturday 18 May to Thursday 23 May 2024 | | | | | |
| **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** | | 7th March 2024 | | | | | |
| **Review date(s)** | | 25 March 2024 – JC security additions  16 April 2024 – JC/MJM meeting to finalise | | | | | |
| 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:** | | 17 April 2024 | | | | | |
| **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 | | * 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 aware of location of toilets, drinking water, first aid, evacuation arrangements etc and will share this with attendees. | * 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 | OGA  OGA/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 | | * 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 | * 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 | Organiser and caterer  Organiser  Caterer | Pre-event  Pre-event  Pre-event |  |
| Fire | All attendees / event organisers / technical crew  Smoke inhalation / burns | | * Emergency Evacuation Controller will be John Williams, with Nick Williams as Depute Evacuation Controller. * Emergency Evacuation Controller and Depute trained to read / silence / reset the fire panel. * 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 (*as per Emergency Evacuation Procedures document attached*) * 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 * Fire marshals appointed by the Assembly Business Committee. These fire marshals shall be Mr. John Williams, Mr Nick Williams, Mr Sandy Gemmill, and Mr Simon Bolam with additional stewards trained to provide assistance during an evacuation, by guiding attendees to nearest exit; displaying signs at Assembly Points and manning final exit doors to prevent re-entry. * Evacuation chair operators provided by event organiser – refresher training completed on 11 April 2024 | * Emergency Evacuation Procedures document (*attached*) to be communicated to and followed by all fire marshals and stewards, with a named person designated as Emergency Evacuation Controller at all times. * 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 17 May 2024. 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 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 – arranged for 7 May 2024 | Organiser  Organiser  ABC/Clerks  Organiser /  Depute Chief Steward  Chief Steward / Depute Chief Steward / H&S Manager / JW as Evacuation Controller | Pre-event  Pre and during event  17 May 2024  Pre and during event  7 May 2024 |  |
| Respiratory infections including COVID-19 | All attendees / event organisers / technical crew  Transmission of virus | | * Organiser to follow all current guidance from the [Scottish Government](https://www.gov.scot/coronavirus-covid-19/)   Attendees should   * stay at home if they have symptoms * wash hands regularly * meet in well-ventilated spaces * maintain a safe, reasonable distance from others and avoid overcrowding * 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 greater control over the temperature of the building. * Maximise ventilation by opening windows regularly throughout the building. * 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. * 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. * 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 * 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 * Numbers on site during set up will be kept to a minimum. | * 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 symptoms, they should modify their attendance to online rather than in person and follow [NHS Inform Scotland guidance](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19) to reduce the spread of infection. | Organiser  Organiser  Organiser | Pre and during event |  |
| Manual handling | Technical crew  Injuries or back pain from handling heavy / bulky objects | | * 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 | * 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 | Technical crew  Bruising, fractures, death | | * Only Camerons will be working at height and provide their own equipment. | * Camerons risk assessment/ method statement to be provided. | Camerons | Pre-event |  |
| Slips, trips | All attendees / event organisers / technical crew | | * 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 and stored safely beside them. * 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 and protection of premises    Unauthorised access to persons with malicious intent | **Who:** GA commissioners, attendees, volunteers, employees, members of the public, contractors    **How:** Unauthorised entrants entering the building with malicious intent causing harm or distress to building occupants. | | * 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 of 17 stewards on duty per shift. * We have a physical presence at all entrance doors to ensure that access and egress to the building is monitored. * 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. | * 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 or Depute Chief Steward. * Advice and training will be provided on 2 May 2024 by Police Scotland to the Chief and Depute Chief Stewards, along with a group of stewards. The information will be disseminated to those who can’t attend the session by the Chief/Depute Chief Steward. * 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 report any lost passes immediately to Assembly Office. * 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. | Chief / Depute Chief Steward  Chief / Depute Chief Steward  Organiser  Organiser  Chief / Depute Chief Steward  Chief / Depute Chief Steward  Chief / Depute Chief Steward  Chief / Depute Chief Steward | Pre and during event  Pre-event  During event  During event  During event  During event  During event  During event |  |
| Security and protection of premises    Lack of security | **Who:** GA commissioners, attendees, volunteers, employees, members of the public, contractors    **How:** Lack of security measures may allow access to building allowing for planning or carrying out harm or acts of terror | | * 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 require to remain vigilant to observe behaviours and to restrict movement to other parts of the building. * Doors are locked whilst the building is unoccupied to prevent any unauthorised access. | * 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. | Chief / Depute Chief Steward  Chief / Depute Chief Steward | During event  During event |  |
| Security and protection of premises    Location | **Who:** GA commissioners, attendees, volunteers, employees, members of the public, contractors    **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 | | * 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 | * Consider building security prior to any pre planned public festivals, events, marches or protests which may create an allurement and cover for persons planning a terrorist activity or malicious intent to cause harm. | Organiser / Chief / Depute Chief Steward | Pre-event |  |
| Security and protection of premises    Evacuation | **Who:** GA commissioners, attendees, volunteers, employees, members of the public, contractors    **How:** Entrapment within the building, Lack of escape routes away from harm. | | * 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 are displayed publicly to show the evacuation routes. * Emergency lighting and fire exits are clearly marked around the building. |  |  |  |  |
| Security and protection of premises    Invacuation | **Who:** GA commissioners, attendees, volunteers, employees, members of the public, contractors | | * 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. |  |  |  |  |
| Security and protection of premises    Terror Attack | **Who:** GA commissioners, attendees, volunteers, employees, members of the public, contractors    **How:** Terrorist attack by lone assailant or planned attack at the building or neighbouring premises. | | * Guidance and information distributed to stewards and fire marshals – refer to Directive 22 (Terrorism, suspicious packages and bomb threats) * RUN, HIDE, TELL   (See Directive 22) |  |  |  |  |
| Security and protection of premises    Bomb Threat | **Who:** GA commissioners, attendees, volunteers, employees, members of the public, contractors    **How:** Risk of panic, explosion, fire, structural failure, harm and entrapment | | * Stewards, fire marshals and employees working within the building 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 | **Who:** GA commissioners, attendees, volunteers, employees, members of the public, contractors    **How:** Receipt of poisons, incendiary packages or bombs | | * 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 | * Cloakroom to be manned at all times to discourage unattended items being left. All items are left at commissioners’ own risk | Chief / Depute Chief Steward | During event |  |
| Electrical | All attendees / event organisers / technical crew  Electric shocks or burns from using faulty electrical equipment.  Electrical faults can also lead to fires. | | * 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 | | * Telephone 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 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. | * Event organiser will arrange provision of medic and trained first aiders. |  |  |  |
| Cash handling | Those involved with collecting / handling offering / sales etc | | * No cash handling is expected to take place over the course of the General Assembly, except for the Big Sing. | * Cash Handling risk assessment to be prepared for the Big Sing | Guild General Secretary | Pre-event |  |

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| **Persons with controlling interests in the Risk Assessment are:** | |
| First Aiders | St. Andrew’s First Aid |
| Stewards | Sandy Gemmill and Simon Bolam |
| Fire Marshals | John Williams, Nick Williams, Sandy Gemmill, Simon Bolam |
| Evac Chair Operators | Sandy Gemmill, William Mearns, Karen McKay |

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| **Distribution** | |
| Person(s) involved with GA and  Guild Big Sing activities | Information to be distributed / explained to parties involved by the event organiser |