**Risk assessment guidance notes**

This is for guidance only. It is recommended that all groups carry out their own risk assessment prior to any visit.

St Stephens Church is a grade 2 listed building and was constructed in 1860. Much of the fabric of the building is the same as when it was built so there are wood floors, large oak doors and stone steps etc. At times construction may be in progress, we work closely with the construction companies to make sure they do not impact your visit and does not cause additional risk.

**Floors and Stairs**

The floors in St Stephens are wood and carpet, due to the age and nature of the building there are a number of parts of the church where the floor changes level, people must take care when moving around.

**Stained Glass Windows**
Please remember the stained glass windows are delicate and could break, they are also valuable and shouldn’t be touched as this may cause damage.

**Fire exits**
All groups should be made aware of the nearest fire exit & assembly point. Your nearest fire exits will be identified by the staff on site when you visit. There is no fire alarm in the church, presence of a fire is alerted by shouting fire. Children should not leave the building unattended and young children should be supervised at all times by a responsible adult. The fire assembly point is by the garage of the St Stephens Vicarage.

**Doors**
Many doors are heavy, please take care to avoid trapped fingers.

**Toilets**
There is only one toilet on the ground floor of church and one in the basement. It is important to remember that St Stephens Church is a public building, therefore we recommend that children are accompanied to the toilets by a member of staff.

**First Aid**

We recommend that schools make their own arrangements for such provision as we are unable to guarantee that there will be a first aider on site. Signs showing first aiders are posted throughout the building. First Aid kits are available from the Shine Office.

**Outside**
We are happy for groups to use the outside spaces; such as the storytelling garden, planting beds, football pitch and field but we advise you carry out a risk assessment prior to your visit then ask a member of site staff to check them on the day of your visit.

**DBS Checks**

All Shine West Bowling staff, volunteers and trustees have current up to date DBS Checks. It is important to remember that St Stephens Church is a public building so other adults may be in the building. We endeavour to make sure all visitors are supervised.

**Child Protection Policy**

Shine West Bowling has an up to date Child Protection policy we can make this available upon request. All staff and volunteers have up to date DBS checks and regularly attend safeguarding training.

**Public spaces**

St Stephens is a public space with many visitors each day, please be aware of where your students are at all times. We do try to supervise all users of the church but this is not always possible.

**THIS DOCUMENT IS NOT VALID AS A RISK ASSESSMENT**

For more information or to book a pre-visit contact

info@shinewestbowling.org.uk

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