

RISK ASSESSMENT

Reason for assessment	General Assembly and Guild Big Sing Church of Scotland Assembly Hall Mound Place Edinburgh EH1 2LU From 21 st May to 26 th May 2022
Assessment carried out by (print name(s))	Who are the competent people preparing this risk assessment? Rev. Dr. George Whyte Ms. Christine Paterson Mr. Sandy Gemmill Mr. William Mearns Rev. Michael Mair
Date of assessment	1 st draft 8 Feb 2022 2 nd draft 21 Feb 2022 3 rd draft 1 st March 2022 4 th draft 17 th March 2022 5 th draft 7 th April 2022 6 th draft 28 th April 2022
Review date(s)	
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:	28 th April 2022

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"> Form 30 – External Event Venue Checksheet completed to confirm suitability and safety of the venue. Copy attached to this risk assessment. Form 30 signed off by Convener of ABC and the Principal Clerk. Venue to provide briefing to event organiser regarding location of toilets, drinking water, first aid, disabled access etc 	<ul style="list-style-type: none"> Event organiser to communicate this information to attendees 	<ul style="list-style-type: none"> Event organiser 	On arrival	
Fire	All attendees / event organisers / technical crew Smoke inhalation / burns	<ul style="list-style-type: none"> Both doors to St Andrews Room must be unlocked on arrival and the key removed while the room is occupied. Emergency evacuation procedures document to be communicated to and followed by all fire marshals and stewards, with a named person designated as Emergency Evacuation Controller. Emergency Evacuation Controller will be John Williams and a depute will be appointed. This depute will be Sandy Gemmill. Emergency Evacuation Controller and Depute to be trained to read / silence / reset the fire panel (once instructed to do so by Scottish Fire & Rescue Service) 	<ul style="list-style-type: none"> Event organiser to communicate this information to attendees 	<ul style="list-style-type: none"> Event organiser 	On arrival	

		<ul style="list-style-type: none">• Fire marshals / stewards to direct evacuees around the scaffold erected outside the Lawnmarket exit.• Event organiser to provide briefing on arrival 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.• Event organiser will 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. Training completed on the 29th March for the Chief Stewards and Assembly Officers. The training was run by Craig Cannell.• No smoking permitted• No candles or naked flames permitted• Fire extinguishers are only to be used by those trained in their correct use.• Fire marshals to be appointed by the Assembly Business Committee. These fire marshals shall be Mr. John Williams, Mr Sandy Gemmill, and Mr Neil Provan. Training was provided by the Scottish Fire and Rescue Service at				
--	--	--	--	--	--	--

		<p>an on-site meeting at the Assembly Hall. This meeting took place on the 5th April 2022.</p> <ul style="list-style-type: none"> • Escape routes are clearly signed and emergency lighting system is in place • Automatic fire detection system/alarm in place • No part of the fire detection/alarm system will be disabled 				
COVID-19	<p>All attendees / event organisers / technical crew</p> <p>Transmission of virus</p>	<ul style="list-style-type: none"> • Event organiser to consider all advice from Scottish Government and be prepared to rearrange / move event online if required. • Scottish Government events sector checklist to be referred to. • Occupancy level is to be restricted to 550 people (not counting the Lord High Commissioner's gallery). • 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. 	<ul style="list-style-type: none"> • Event organiser to email all attendees in advance • Event organiser to monitor and ensure compliance during event 	<ul style="list-style-type: none"> • Event organiser 	Before and during event	

		<ul style="list-style-type: none">• CO2 detectors are being monitored during events running up to the General Assembly to check air quality within the Assembly Hall. Recent events have had fewer than 50 persons in attendance, the input fans were running at full capacity and the roof fans were off. Readings showed that the CO2 levels did not rise above 600ppm, well below the maximum acceptable level of less than 1000ppm. If any concern is raised related to the CO2 figure getting too high, additional ventilation steps can be taken.• The heating controls will be adjusted to provide greater control over the temperature of the building.• Seating to be allocated with physical distancing maintained (use of every 2nd seat on every row (staggered), on both levels to enable the maximum number to attend)• Groups attending for short periods of time may be seated next to one another.• The public gallery shall be open on a first come, first served basis. Those sitting in the public gallery may be seated next to one another. This allows c.200 persons to sit in this area.• Windows to be regularly or permanently open throughout the building				
--	--	--	--	--	--	--

		<ul style="list-style-type: none">• Doors to Castlehill and the Lawnmarket can be opened to assist with ventilation provided they are manned by Stewards.• Top table will be arranged and seating allocated to maintain 1 metre distancing at all times. The reporting committee table will also have chairs at 1 metre distancing.• 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.• A training for first time commissioners, including youth representatives will be held on Friday 20th May in the evening. 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. A video tour of the building will be				
--	--	---	--	--	--	--

		<p>available for commissioners to view in advance of attending the Hall.</p> <ul style="list-style-type: none"> • Attendees to be instructed that should they fall ill or develop COVID-19 symptoms, they should modify their attendance to online rather than in person. • Signage to give guidance will be displayed. • At the start of the event, all hard surfaces will be sanitised. • Attendees are strongly encouraged to wear their own face coverings when moving around the building, unless exempt. Face covering can be removed when seated or standing to sing. • 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. Sanitising stations will be monitored by stewards to ensure they do not run dry. • Soap (dispensed – not bars); hot water; hand dryers/paper towels to be available for handwashing • Venue to be cleaned and sanitised by operator before use • Cleaning materials to be available for use by stewards to sanitise contact points throughout the day 				
--	--	--	--	--	--	--

		<ul style="list-style-type: none">• Attendees should follow good hygiene practice in car-sharing and use of public transport.• Regular breaks to be 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.• 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.• Jugs of water and glasses will be available for the top table, set out by the Stewards/Assembly Officers.• A COVID compliant procedure for the service of Holy Communion will be followed.• Numbers on site during set up will be kept to a minimum.				
--	--	--	--	--	--	--

		<ul style="list-style-type: none"> • Lecterns will be sanitised between each use by the Assembly Officers • Headset microphones will be put on by the person requiring to wear it • All facilities within toilets will be available to avoid queuing. • Clear polythene sheets will be hung between those using the St Andrew Corridor room to provide additional protection while allowing ventilation • 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. • The Moderator's block will be available for named individuals. Physical distancing of at least 1 metre should be maintained, with windows open and face coverings encouraged. Rooms will be sanitised at the end of each day by the Assembly Officers. 				
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 has been 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. Camerons risk assessment/method statement has been provided. 	•			
Slips, trips	All attendees / event organisers / technical crew	<ul style="list-style-type: none"> Event organiser will ensure mats are in place in wet weather Event organiser will ensure any spills, rain water etc are mopped up immediately by stewards 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 	•			

		<ul style="list-style-type: none"> • 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. • An appropriate number of stewards will be on duty. This will include a minimum of 17 stewards on duty per shift. • 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. • Duties will be door security (monitoring who enters / leaves the building), opening doors for those attending the Assembly to minimise touch-points and sanitising touch points throughout the day and recording on checksheet • 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 entitled to ask to see inside bags brought into the hall to ensure safety. • Luggage brought to the Assembly Hall can be stored in a cloakroom on the Saturday and Thursday 				

		<p>of the Assembly Week. This space will be manned on these days. Bags and coats can be left in this space on Monday – Wednesday, but no steward will be posted in this area on these days. All items are left at commissioners own risk.</p>				
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 must be fully unwound before use • All redundant cables / electrical equipment to be removed / tidied • Commissioners will be encouraged to bring their own power bank to ensure their personal devices are charged. 				
Medical	<p>All attendees / event organisers / technical crew</p>	<ul style="list-style-type: none"> • Event organiser will arrange provision of trained first aiders. • Telephone to be available to summon emergency assistance if required • Defibrillator available on railings of New College. The code for the locked 				

		<p>cabinet is available by calling 999.</p> <ul style="list-style-type: none"> • First aid kits available around the building and within the first aid room on the ground floor • Attendees to be instructed that should they fall ill 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, Sandy Gemmill, Neil Proven
Evac Chair Operators	Sandy Gemmill, Neil Proven, William Mearns, Karen McKay

Distribution	
Person(s) involved with activity	Information to be distributed / explained to parties involved by the event organiser