

Outstanding implementation work arising from the risk assessments

The following actions are being worked through as part of the implementation of the new risk-management framework. Some are already underway, delegated or awaiting external action.

Children's and family ministries

1. Finalise the autumn SPK registration and handover arrangements so that the SPK Handbook, ChurchSuite and leader guidance are consistent.
2. Complete the SPK DBS and safeguarding-training mapping for leaders/helpers.
3. Keep SPK staffing and rota coverage under review during the first weeks of the new two-group structure.
4. Review any individual support arrangements needed for children as the new groups settle.
5. Align SPK access/security arrangements with Hall-door, locking and Sunday-stewarding arrangements.
6. Confirm Tiny Tots autumn staffing and role coverage.
7. Confirm and document the Tiny Tots Hall entrance / North Hill gate arrangements.

Buildings, access and maintenance

8. Obtain specialist advice and agree the next step on the church heating-pipe leak.
9. Review the remaining EICR C3 recommendations and commission the work agreed.
10. Resolve the fire-extinguisher recommendations through the Fire Risk Assessment process.
11. Confirm completion of the approved Hall door / locksmith work and resulting key/access arrangements.
12. Resolve the west-door emergency-access / locking question, including any permissions required.
13. Continue work on external lighting and churchyard route defects.
14. Continue work on identified church flooring / grille / trip hazards.
15. Resolve the failed south-gallery light.
16. Obtain appropriate advice on the organ-gallery guarding / edge issue before any alteration.
17. Clarify the current Hall roof condition and next inspection/repair step.
18. Empty, clean and inspect the Hall table cupboard / damp issue, including checking dehumidifiers and investigating further if needed.
19. Keep the current short-term accessible-route arrangements under review and ensure stewards know how to assist safely.

Lone working, opening and closing

20. Produce/update clear opening, closing and lone-working instructions for church and Hall.
21. Include guidance on what to do if someone encounters an intruder or unsafe situation when opening.
22. Confirm the closing sequence, including checks of toilets, galleries/side areas and external gates.
23. Define which activities must not normally be undertaken alone.
24. Review and update the keyholder / access arrangements.

Sunday stewarding and service safety

25. Finalise and issue the new two-steward guidance and checklist.
26. Confirm Lead Steward and South Door Steward responsibilities.
27. Incorporate pre-service checks, fire and evacuation responsibilities, accessibility and emergency response into the guidance.
28. Agree a simple response process for aggressive, disruptive or suspicious behaviour.
29. Include suspicious-item guidance.
30. Ensure the stewarding guidance reflects the agreed SPK movement and handover arrangements.
31. Align the post-service closing arrangements with the wider opening/closing procedure.

Pastoral visiting

32. Confirm that authorised pastoral visitors have appropriate role guidance and required training/checks.
33. Prepare concise guidance for pastoral visitors dealing with acute mental-health, self-harm or suicide concerns.

Jericho Road

34. Finalise Jericho Road Ministry Role Descriptions and associated DBS/training requirements.
35. Produce a short safeguarding and boundaries briefing for regular volunteers.
36. Agree guidance on contact, messaging, gifts, money/loans and off-site visiting.
37. Agree an escalation process for aggression, intoxication and unsafe behaviour.
38. Confirm minimum staffing and opening/closing arrangements.
39. Clarify what information is recorded and where safeguarding/incident records are stored.
40. Prepare a current signposting list for common needs and emergencies.
41. Incorporate the pastoral mental-health/crisis guidance into Jericho Road practice.

Foodbank

- 42. Confirm entrance, waiting/overflow arrangements and practical capacity.
- 43. Document a simple behaviour/aggression escalation process.
- 44. Confirm the safeguarding briefing and reporting route for volunteers.
- 45. Confirm minimum staffing expectations and what happens if staffing falls below them.
- 46. Review whether manual-handling/storage arrangements need a trolley, shelving changes or other improvements.
- 47. Confirm what personal information is recorded and its retention/access arrangements.
- 48. Confirm whether cash/vouchers are involved and, if not, mark that risk as not applicable.

External hire

- 49. Review the recently revised Church and Hall Hire Terms & Conditions against RA-14.
- 50. Ensure the booking process identifies unusual or higher-risk activities.
- 51. Clarify the boundary between the church's premises responsibilities and the hirer's responsibility for their own activity.
- 52. Check external-organisation safeguarding requirements.
- 53. Confirm the insurance requirements for hirers and higher-risk activities.
- 54. Confirm practical room capacities and layout restrictions.
- 55. Review kitchen, food and alcohol/licensing conditions.
- 56. Align keys, access and security arrangements with the wider opening/closing work.
- 57. Establish how temporary building restrictions are communicated to hirers.
- 58. Ensure hirers know how to report accidents, damage and near misses.
- 59. Produce a concise premises / emergency information sheet for hirers.
- 60. Produce or refresh the end-of-hire closing checklist.

Risk-management administration and oversight

- 61. Complete the final factual check of RA-05 to RA-14 before PCC approval.
- 62. Publish the operational risk assessments and supporting material on the PCC Resources page.
- 63. Record any PCC amendments and final approval after the September meeting.
- 64. Update the approved versions and review logs accordingly.
- 65. Continue the separate review of the parish strategic Risk Register.
- 66. Keep the operational assessments updated as actions are completed or risks materially change.