

## Trinity Methodist Church Chelmsford Risk Assessment Template

<b>Event title:</b>	Friday Morning Coffee and Crafts Club
<b>Date:</b>	First and Third Friday mornings of each month
<b>Location:</b>	The Link
<b>Contact person and contact details:</b>	1st Friday - Janet Wintle and Karen Murrell 3rd Friday - Mary Stevenson

<b>Activity</b>	<b>Possible Risk</b>	<b>Prevention</b>	<b>Action to be taken to reduce risk</b>	<b>Responsibility</b>
<b><i>Safely setting up activity</i></b>	<i>Knocks, strains, trip - up hazards.</i>	<ul style="list-style-type: none"> <li>• <i>Carry only those tables and chairs which can be easily managed, weight and size wise.</i></li> <li>• <i>Ensure hatch to kitchen is safely secured.</i></li> <li>• <i>Ensure floor covering/carpet is safely secured and no trip hazards</i></li> </ul>	<i>Visual check. Report any problems to Property Committee</i>	<i>Session Everybody</i>
<b><i>Safe and appropriate use of electrical equipment.</i></b>	<i>Injury Fire</i>	<ul style="list-style-type: none"> <li>• <i>Electrical items should be portable appliance tested (PAT) &amp; visually inspected prior to plugging in.</i></li> <li>• <i>Ensure appropriate equipment is turned off /plug removed from socket</i></li> </ul>	<i>Test all appliances Note position of fire extinguishers</i>	<i>Property Committee  Session leader Everybody</i>

<b>Parking and transition to Link.</b>	Risk of falls between car and Link, especially frail and elderly	Encourage/persuade car drivers to leave disabled parking spots clear for use by those who need them.	Friendly reminder if needed.	Session leader Everybody
<b>Use of Lavatories</b>	Scalds/burns Trip hazard Poor hygiene	Monitor temperature of hot water and report of need be. Monitor water leaks and spills on floor. Ensure sufficient hand soap and paper towels/that air dryers are working	Monitor and report to Property Committee	Session leader Everybody
<b>Food and drink</b>	Scalds Spills Allergies children or vulnerable adults (e.g. those with dementia) leaving the building without carers being aware. Risk of scalding from hot drinks.	<ul style="list-style-type: none"> <li>• Use trolley rather than trays to transport drinks between kitchen and hall.</li> <li>• Provide alternatives for those with allergy, keep food packets for inspection if necessary (eg - do biscuits contain nuts?)</li> </ul>	Friendly reminder Be alert to problems Visual check	Session leader Everybody
<b>Entry to and from Link</b>	Vulnerable adults (e.g. those with dementia) leaving the building without carers being aware.	Have dedicated people to keep an eye on the doors. Be clear who has responsibility, and consider offering assistance to carers Awareness-adults to keep an eye out for children and hazards.	Be aware of whether doors to Link and sliding doors to church building are open or closed	Carers Session Leader Everybody

<b>Illness/Covid</b>	Risk of spread of Covid, flu, other infectious diseases	Follow Trinity's Covid Guidelines.	Remind everybody of guidelines via website, weekly newsletters etc	Personal Everybody
<b>Disruptive individuals- alcohol/ drug affected people, people with mental health issues etc</b>	Risk to individuals Risk to property Risks to people challenging their behaviour	Talk to individuals - suggest they contact appropriate agencies	Know where list of phone numbers and agencies who can help is kept/available.	Everybody
<b>Fire</b>	People being left inside with the fire	(Hold a fire drill??) Ensure electrical equipment used appropriately. Ensure fire exit clearly lit and clear. Ensure fire extinguishers in date. In case of fire leave building quickly and calmly by appropriate exit(s) . Have working mobile phone to hand.	Visual checks Train people to use fire extinguisher. In case of fire leave building quickly and calmly by appropriate exit(s) . Call Fire Brigade.	Session Leader Everybody
<b>Security</b>	Someone accessing the building unseen and unknown to the occupants.	Keep doors locked if only one person is on premises. Ensure two people are present when locking up where possible.	If rooms in main part of church buildings are not in use. Keep inner sliding door locked.	Session Leader plus at least one other person
<b>Theft (including during/ after service)</b>	Loss of personal or church valuables or equipment.	Securing valuables/ personal possessions in 'safe' cupboard when not in use. Encourage participants to keep personal belonging on them. .	Ensure 'safe' cupboard has adequate space or designate a new 'safe' space.	Session leader Everybody
<b>Kitchen</b>	See generic Kitchen risk assessment.			Session leader  Everybody

<b>Safeguarding</b>	Inappropriate behaviour	Be aware of behaviour of participants and volunteers. Complete CSS training. Use opportunities to listen.	Encourage taking part in CSS training. Ensure those who need one have an up to date DBS.	Session leader Everybody
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<b>Completed by:</b>	
<b>Signed:</b>	
<b>Date:</b>	