

Risk Assessment Template

Activity:
Time/frequency:

Date of first risk assessment:
Name of leader with responsibility:

Location:
Date to be reviewed:

Activity	Identify the hazards	Who/what may be harmed	Risk likelihood	Severity of harm	Overall risk	Existing control measures	Recommendations/ further action required
Running a warm space							

When you have decided on the time and place that you want to run a warm space spend some time working out what the risks might be in welcoming additional members of the public into the church. Enter them into the hazards column and then follow through each of the other columns to work out what are the most significant risk factors and make plans to mitigate or eliminate them.

This simple template is designed to complement your existing church risk assessment and to help you identify any extra areas of risk for which you might need to take special account.

Things to consider might include the fact that many people needing warmth might be vulnerable, elderly or disabled. This may mean looking at signage, accessibility, safeguarding, how the room is laid out to keep it safe for all users. If you are providing refreshments you may need to consider risks such as scalding, are there appropriate and up to date first aid kits. What you will need to take account of will depend on the space what you want to offer. You will also need to be clear what the Warm Space is not there to do, i.e. it is not a childcare setting, those volunteering will need to complete basic safeguarding training.