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| --- |
| **Event**: |
| **Date:** |
| **Location:** |
| **Group:** |
| **Group Leader:** |
| **Contact Address:** |
| **Phone:** |
| **Email:** |

**Risk Assessment Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Possible Risk Who is at Risk** | | **Prevention** | **Level of Risk** | **Who (People)** |
| Information to Volunteers/staff | Volunteers and staff | Prior to the club starting all staff/volunteers to be briefed about risks and see risk assessments.  All staff/volunteers to be safely recruited to the group. | Low |  |
| Safeguarding Vulnerable Adults | Vulnerable Adults | Adults who may be vulnerable to be identified highlighting any specific areas of vulnerability or support required.  In the event of a serious incident, immediately inform the Police and CSO. | Low |  |
| Church Specific Risks | Staff, volunteers, adults | **Please use this box to add site specific hazards examples below**  **The \_\_\_\_\_ Floor is sound with no apparent trip hazards.**  **All entrances and exits \_\_\_\_\_\_ are accessible and not obstructed**  During any maintenance work the hazardous areas are isolated and warning signs are displayed  Inspection carried out to assess quality of light in dimly lit areas before the group arrive  phones are accessible/on the person of volunteers. |  |  |
| Trips and falls | Vulnerable adults with mobility issues | Potential for a fall when entering or exiting the building due to steps - encourage use of the handrails where available.  Potential for a fall when maneuvering through doorways especially if using walking aids - prop open doors where possible and offer assistance when necessary.  Potential for a fall when moving around furniture - ensure adequate space between furniture, offer assistance in lowering or rising from furniture when appropriate and following good practice for lifting. Provide some chairs with arms for those who find it helpful in rising. | Low |  |
| Trips or Falls, Cuts and Bruises | Vulnerable adults with mobility issues | **First Aid Kit Available in \_\_\_\_\_\_\_\_\_** Contact details of all adults with emergency contact number | Low |  |
| Scalding | Vulnerable adults with mobility issues and poor hand strength etc | Potential for scalding from hot drinks - offer to carry/serve hot drinks to the tables of those who would struggle to carry a hot drink. Ask if a smaller cup or mugs with different to handles might be easier to use.  Ensure those in the kitchen serving are able to do the serving without high risk.  Be aware of surroundings when carrying hot drinks through the room.  Serve hot drinks through the hatch rather than carrying them through the hall. | Low |  |
| Confusion with money or information or getting lost in the building | Those vulnerable due to hearing or sight loss.  Those vulnerable due to cognitive issues such as dementia. | Potential for misunderstanding of instructions - ensure any instructions that are given verbally are heard correctly by those who need the information. Display information in a clear manner in suitable places. Have several clear signs pointing to the social room, exit, toilets etc. Encourage volunteers to be aware of and to support those struggling to understand or looking lost. | Low |  |

Signed: Date:

Review date: (usually one year)

Checklist for new group

* New volunteers/staff to be safely recruited to the group following the twelve step process, this includes:
  + Making sure the church has a safeguarding policy in place – *templates available on the methodist website*
  + An up to date job and person description – *templates available on the methodist website*
  + Application forms to be filled in – *Form A part 1 and 2 available on the methodist website*
  + All candidates to be interviewed – *can be informal using questions related to the role*
  + 2 References to be taken – can be people from the church, not relatives
* Risk assessment for church to be written General/Fire/Electrical – *checklist available on TMCP website*
* Risk assessment for Activity – *Above*
* Staff/Volunteers to either attend Advanced/Foundation Training – *Advanced for leaders of group/ foundation for all*
* Staff/Volunteers to have Enhanced DBS if they have direct contact with children/young people (Under 18) and/or vulnerable adults