Refugees Welcome Cheshire East

Risk Assessment – Organisation/Volunteers/Groups

Responsible Person: Nicky Campbell, Chair of Trustees. Competent Person: Anne Towers- Trustee

Directorate:	Refugees Welcome	Version of form		Name of Assessor Nicky Mills	Signature N. Mills	Date 14/10/26
Assessment of risk for:		Congleton Group English lessons at St Mary's Pastoral Hall				

No.	Potential Hazard	Groups of People at Risk	Existing Control Measures	Risk Priority	Additional Controls Required to Minimise Risk
1	Running the group safely	Volunteers, learners and church staff	Volunteers all DBS checked and responsible for the group they are teaching	L	There are not enough volunteers to operate on a rota basis, so if there is nobody available to run one of the classes, the learners are advised via a WhatsApp group that the class is cancelled. This has occurred very rarely.
2	**Fire in building**	Volunteers, learners and church staff	Fire blanket in kitchen Fire extinguishers in main lounge, and corridors Two clearly marked fire exits. Fire doors in corridors leading to kitchen, lounges and lavatories Smoke detectors in every room, including storage cupboards and lavatories Fire procedures clearly displayed on walls Fire evacuation point in parish centre car park at rear entrance	L	Register taken each week

3	**Slips trips and falls**	Volunteers, learners and church staff	No trailing wires Floors are part carpeted and part wood in lounge and composite everywhere else. Hard floors are not washed on a Saturday.	L	All present to take responsibility for their own safety
4	**Accidents and minor injuries**	Volunteers, learners and church staff	Volunteers are nor first aid trained In the event of an incident emergency services would be called or people advised to contact GP/111 line All attendees are to take personal responsibility for their safety, apart from children who only ever attend with parents and are carefully monitored by volunteers to ensure safe behaviours	L	Adults are seated at tables in main lounge throughout class Children's class takes place in adjacent lounge to main lounge and they are also seated at tables. Books, board games and Lego are provided. There are two first aid boxes, one in kitchen and one in lounge First aid advice is displayed on a poster in kitchen Defibrillator in kitchen
5.	**Toilet and kitchen facilities**	Volunteers, learners and church staff	Toilet facilities are cleaned and provided with anti-bacterial cleaners, wipes and hand wash with paper towels for drying hands Kitchen is cleaned and used for making dr8nks by volunteers and learners There is a risk of scalding water from a water heater only	L	All adults present to take personal responsibility for their own safety and use kitchen facilities at own risk. First aid box in kitchen
6	**Setting up and away**	Volunteers, learners and church staff	The room is set out already with tables and chairs Children's toys, games and books are stored in a storeroom. Volunteer taking the children's class is responsible for setting these out and putting them away	L	Volunteers to take esponsibility for undertaking physical taks within their capabilities.

7.	Safety of children	Children attending the class along with parents	Children are the responsibility of parents at all times. Volunteers leading children's work are in the same room as the main groups. Parents and leaders need to be aware of where the children are and who the parents are in case of issues, especially where there is access to outside space where children could leave the group without being noticed. Children's volunteer leaders to have Enhamced DBS checks.	M	All parents to be made aware that **their children are their responsibility at all times** while in the group even when leaders are present.. Volunteers are not insured to be solely responsible for children, All volunteers to be aware of and follow Children and Young People Safeguarding policy at all times.

Risk Priority:	**High:**	Accident likely with possibility of serious injury or loss
	Medium:	Possibility of accident occurring causing minor injury or loss
	Low:	Accident unlikely with control measures in place

RISK ASSESSMENT CONTINUED – FOLLOW UP ACTIONS

				1.2.21	**Follow up Actions**	**Date Reviewed Oct 26**
1	**Potential Hazard**		AM to produce separate risk assessment for this activity			
1						

Assessment Review Date:	As Necessary