


Refugees Welcome Cheshire East

Risk Assessment – Volunteers/Organisation/Groups

Responsible Person: Nicky Campbell, Chair of Trustees. Competent Person: Estelle Worthington, Volunteer Support Worker (CVSCE)

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Directorate:	Refugees Welcome	Version of form	V2	Name of Assessor Anne Towers Trustee Estelle Worthington CVSCE	Signature 	Date 14.4.26
Assessment of risk for:		Refugees Welcome English class at Macclesfield Methodist Church Hall				
All volunteers to be aware of the RA for the Premises displayed in the Gateway of the Church						
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 and learners	One volunteer to be the responsible person for each session with back up person	L	Rota of volunteers with dates and back up person for last minute unavailability of the responsible volunteer	
2	Fire in Building	Volunteers and learners.	The building has 2 external doors, the main entrance and the kitchen back door. There are 4 additional fire exits. Fire exit to external space in the hall. There are extinguishers in the kitchen , the corridor by the office and in the hall and worship area smoke detectors on all rooms.	L	Fire register taken of all people present. No activities that could lead to fire starting, no electrical equipment in use Fire doors in corridor leading to the hall, close when the fire alarms are activated. Learners and volunteers to exit via the fire doors in the hall. Muster point at the front to the solicitors office next to the church.	

	Fire Safety cont.		No smoking policy in the building. Fire evacuation point in front of the solicitors office next to the church.		
3	Slips trips and falls	Volunteers and learners.	Floors are composite. Any cleaning or wet floors have signage. Any spillages to be cleaned up as soon as possible and the hall left in a clean and tidy state for other users.	L	All present to take personal responsibility for their own safety and that of those around them..
4	Accidents and minor injuries	Volunteers and learners.	All people to take personal responsibility for any injuries. RW volunteers are not first aid trained and will not take responsibility. Emergency services to be called if necessary or people advised to visit their GP	L	Sedentary classroom activity, little movement. First Aid box in corridor next to the Kitchen for use by people at own risk. Unless there is a Macclesfield Methodist Church first aider on site. Macclesfield Church Accident forms with the First Aid box to be completed for any accidents and left for the Church Secretary
5	Toilet and kitchen Facilities	Volunteers and learners.	Toilet facilities available cleaned and provided with antibacterial washing and drying facilities. Kitchen is to be entered by volunteers only. Risk of scalding from water heater or kettle.General accidents	L	All present to take personal responsibility for their own safety Use facilities at own risk. First Aid box in the corridor next to the Kitchen for use by volunteers not learners at own risk. .

Assessment Review Date:	As Necessary
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