


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 10.9.24
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	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.	

	Fire Safety cont.		No smoking policy in the building. Fire evacuation point in the church car park.		
3	Slips trips and falls	Volunteers and learners.	Floors are composite. Any cleaning or wet floors have signage.	L	All present to take personal responsibility for their own safety.
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 Kitchen for use by people at own risk. Unless there is a Macclesfield Methodist Church first aider on site.
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.	L	All present to take personal responsibility for their own safety Use at own risk. First Aid box in Kitchen for use by people at own risk. Unless there is a Macclesfield Methodist Church first aider on site.
6	Setting up and putting away.	Volunteers and learners.	Tables and chairs need to be set up and put away at the end of the class.	M	Chairs and tables are on a wheeled trolley for ease of movement. People to take responsibility for doing this where they feel they are physically able and at own risk.

7	Taking the sessions to other palces	Volunteers and learners	All people participating in activites away from the main base do so at their own risk as no risk asesments in place	L	Session venue to be communicated in advance. One volunteer to remain at the main base to pick up any learners who are late/were not aware of the outing.

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	

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				1.2.21	Follow up Actions	Reviewed Oct 23
1	Potential Hazard	EW to produce separate risk assessment for this activity				
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Assessment Review Date:	As Necessary
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