Refugees Welcome Cheshire East

Risk Assessment – Organisation /Volunteers

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

Directorate:	**Refugees Welcome**	**Version of form**	**V2**	**Name of Assessor Anne Towers Trustee**	**Signature**	**Date 14.10.26**
Assessment of risk for:		Refugees Welcome Conversation Café at St Michael's Church Youth Centre Macclesfield				
All volunteers to be aware of the St Michael's Risk assessment for the building						

No.	Potential Hazard	Groups of People at Risk	Existing Control Measures	Risk Priority	Additional Controls Required to Minimise Risk
1	Fire in Building	RW Volunteers, St Michael's volunteers and Ukrainian guest and hosts, and any other guests.	Fire extinguisher in the youth centre and in the kitchen adjacent to the Youth Cenre Two Fire doors leading to the church. Fire exit to external space No smoking policy in the building. Fire evacuation point in front of the church.	L	Fire register taken of all people present. No activities that could lead to fire starting, no electrical equipment in use except in the kitchen used by St Michael's volunteers.
2	Slips trips and falls	RW Volunteers, St Michael's volunteers and Ukrainian guest and hosts, and any other guests	Floors is carpeted in hall, corridor is composite Signage available for spillages or wet floor.	L	All present to take personal responsibility for their own safety.

3	Accidents and minor injuries	RW Volunteers, St Michael's volunteers and Ukrainian guest and hosts, and any other guests	All people to take personal responsibility for any injuries. Emergency services to be called if necessary or people advised to visit their GP	L	Sedentary activity, little movement. First Aid box in Kitchen for use by people at own risk, RW volunteers are not first aid trained and will not take responsibility.
4	Toilet and kitchen Facilities	RW Volunteers, St Michael's volunteers and Ukrainian guest and hosts, and any other guests	Toilet facilities available cleaned and provided with antibacterial washing and drying facilities. Use at own risk. Kitchen is out of bounds to guests.	L	All present to take personal responsibility for their own safety.
5.	Setting up and putting away.	RW Volunteers, St Michael's Volunteers and Guests	Tables and chairs need to be set up and put away. People to take responsibility for doing this where they feel they are physically able and at own risk.	L	Small number of tables needed, chairs in situ. All to take personal responsibility for helping only if capable.
6	Children attending with parents	Children of guests.	Activities provided are table based and should be supervised by Parents. Parents to take responsibility for the whereabouts of their children if they leave the room	M	Children to be supervised by parents at all times especially if playing outside

7	Provision of refreshments	RW Volunteers, St Michael's volunteers and Ukrainian guest and hosts, and any other guests	All hot drinks to be made by St Michael's/ RW volunteers. Table provided near the kitchen for drinks and biscuits to be collected. Parents to supervise children eating and drinking.	L	No trays of drinks to be used out in the hall. People to take responsibility for their own safety. Volunteers to be aware of people with hot drinks.
8	Security of the event	Attendees	All people attending to sign in.	L	RW volunteers to challenge anyone who appears to have no reason to be at the event

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**	**Reviewed October 26.**
1	**Potential Hazard**	To produce separate risk assessment for this activity				

Assessment Review Date:	As Necessary