

Refugees Welcome Cheshire East

Risk Assessment - Organisation

Responsible Person: Nicky Campbell, Chair of Trustees. Competent Person: Alex Major, Supervisor (CVSCE)

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Directorate:	Refugees Welcome	Version of form	V1	Name of Assessor Anne Towers Trustee	Signature	Date 5.10.22
Assessment of risk for:		Refugees Welcome ESOL class at Macclesfield Methodist Church Hall				
No.	Potential Hazard	Groups of People at Risk	Existing Control Measures	Risk Priority	Additional Controls Required to Minimise Risk	
1	Fire in Building	Teacher, volunteers and learners.	Fire extinguisher in kitchen adjacent to the hall. Fire doors in corridor leading to the hall, smoke detectors on all rooms. Fire exit to external space in the hall. No smoking policy in the building. Fire evacuation point in the church car park.	L	Fire register taken of all people present. No activities that could lead to fire starting, no electrical equipment in use.	
2	Slips trips and falls	Teacher, volunteers and learners.	Floors are composite. Any cleaning or wet floors have signage.	L	All present to take personal responsibility for their own safety.	

3	Accidents and minor injuries	Teacher, 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.
4	Toilet and kitchen Facilities	Teacher, volunteers and learners.	Toilet facilities available cleaned and provided with antibacterial washing and drying facilities. Use at own risk. Kitchen is out of bounds for the class	L	All present to take personal responsibility for their own safety
5.	Setting up and putting away.	Teacher, volunteers and learners.	Tables and chairs need to be set up and put away at the end of the class. People to take responsibility for doing this where they feel they are physically able and at own risk.	M	Chairs and tables are on a wheeled trolley for ease of movement.

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
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RISK ASSESSMENT CONTINUED – FOLLOW UP ACTIONS

				1.2.21	Follow up Actions	Reviewed January 2021.
1	Potential Hazard	AM to produce separate risk assessment for this activity				
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Assessment Review Date:	As Necessary
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