

## Risk Assessment for Trips / Journeys / Activities (CDT)

Description of Trip / Journey / Activity: **Clifton Community Café**

*The Community Café is set up for all to visit, its also a referral point for employment skills and training.*

Date: January 2017 - Dec 2017

Venue/ s: All Saints Church, Clifton Beds

Contact No: of Venue: 01462 615499

Number of people attending: 1 - 30

Age range: 0- 100

Numbers of adults attending if applicable (ie ROAR / community )?

Number of Staff: 3

Lead Staff Member: Nicola King

Second: Iona Medlock

Insurance cover: YES /  Information: Public Liability (5 Million) Grand union

Travel Arrangements: N/A

**Risks defined by Impact and probability.**

***Impact defined:***

*1= No impact – an occurrence that would be dealt with routinely without adverse affects*

*2 = Modest Impact – An occurrence which if it occurs would only have a slight impact and would be handled accordingly*

*3 =Material Impact – An occurrence which would need to be reported to line manager for further instruction because of its potential impact*

*4 =Significant Impact –An occurrence which would cause serious short term damage to individual / organisation*

*5 = Substantial Impact – An occurrence which would cause serious long term damage to an individual / organisation*

***Probability Defined:***

*1=Very low*

*2= Low*

*3= Medium*

*4= High*

*5= Very High*

**Category =** Area for Risk Assessment to cover i.e Equipment / venue / travel etc

**Category:**

Hazard	Risk	Control Measures	Impact 1 -5	Probability 1 - 5	Score
Road Walkway to church door Church door way	<ul style="list-style-type: none"> <li>• Traffic accidents to and from car</li> <li>• Tripping over</li> <li>• Obstructions causing injury</li> <li>• Falling over steps</li> </ul>	<ul style="list-style-type: none"> <li>• Adhere to road use</li> <li>• Check area for obstructions and ask visitors to do the same</li> <li>• Check step levels and seek assistance if needed</li> <li>• Make sure areas are visible</li> </ul>	<b>3</b>	<b>3</b>	<b>6</b>
Church space Kitchen Pews Tables	<ul style="list-style-type: none"> <li>• Fire safety</li> <li>• Crowding causing confusion and bumping into each other</li> <li>• Pews stood on side falling on someone</li> <li>• Tables and</li> </ul>	<ul style="list-style-type: none"> <li>• Adhere to fire safety and write into code of conduct/ make sure all staff aware</li> <li>• Space people out into seating areas and do not block walkways</li> <li>• Check pews stood on side are held in place secure and keep</li> </ul>	<b>2</b>	<b>3</b>	<b>5</b>

	chairs causing bruising to all and including small children as head height	people away from area			
Refreshments	<ul style="list-style-type: none"> <li>Allergic reactions</li> <li>Burning / scolding</li> </ul>	<ul style="list-style-type: none"> <li>Keep parents responsible for children near tables</li> <li>Make sure people are responsible for what they eat and drink / make aware from packets the ingredients</li> <li>Only allocated staff to make drinks and serve visitors</li> <li>Keep hot drinks and water / tea pot away from edges where children are</li> </ul>	<b>3</b>	<b>3</b>	<b>6</b>
Volunteers Visitors Children Young people	<ul style="list-style-type: none"> <li>Fighting / arguing / causing bad feeling</li> <li>Too many people in one space causing crowding and injury</li> <li>Children and</li> </ul>	<ul style="list-style-type: none"> <li>DBS all staff</li> <li>Ratios of staff to visitors 1/ 10</li> <li>Parents responsible for smaller children under 8</li> <li>Supervision by staff at all times</li> </ul>	<b>4</b>	<b>4</b>	<b>8</b>

	<p>young people running round the church bumping into things and breaking items</p> <ul style="list-style-type: none"> <li>• Theft from the church</li> <li>• Theft from peoples bags</li> <li>• Inappropriate conversations that may cause distress ie sexualised or discriminatory</li> <li>• Lack of understanding of learning ability causing miss informed choices ie AHA resident AZ</li> <li>• Referrals to the café with drugs dependency or alcohol issues</li> </ul>	<ul style="list-style-type: none"> <li>• Code of conduct about visiting the community café</li> <li>• Adhere to church health &amp; safety and visiting guidelines at all times.</li> <li>• Staff to be vigilant about all conversations and report to lead staff member to address.</li> <li>• Staff to challenge / address offensive behaviour by conversation / 1-1</li> <li>• Make sure lead worker is in the café to supervise AZ; otherwise advise all staff AZ does not volunteer. Advise that no male staff be present alone with AZ.</li> <li>• 1-1 time given for extra support needs</li> </ul>			
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	who may or may not cause disruption to others				
Activities - Arts and crafts Reading Beauty session / pamper	<ul style="list-style-type: none"> <li>• Injury or trapping fingers, poking eyes, stabbing body with pencils and scissors</li> <li>• Arguments over items</li> <li>• Allergic reactions to beauty products</li> </ul>	<ul style="list-style-type: none"> <li>• Supervise at all times</li> <li>• Parental supervision</li> <li>• Disclaimer for beauty / pamper session</li> <li>• Use of hyper allergenic products for beauty where possible</li> </ul>	<b>4</b>	<b>4</b>	<b>8</b>

**Staff Members:**

<b>Name</b>	<b>Job Title</b>	<b>Organisation</b>	<b>Responsibilities</b>
Nicola King	Youth & Community	Aragon Housing Association	Set up, meet and greet,

	Participation Officer		serving refreshments,
			Employment related advice , tidy up
Iona Medlock	Youth Support worker V	Aragon Housing Association	Set up, Beauty session, serving refreshments
Chris (Monty) Mountcastle	ROAR team member V	Aragon Housing Association	Putting sign out / in, supervising, meeting & greeting
AZ	Volunteer Support	Aragon Housing Association resident	Help set up, tidy, washing up, serving refreshment.

**\* NOTE: STAFFING MAY BE DIFFERENT AT EACH EVENT to be logged separately**

**Contact information for Line Manager:**

**2<sup>nd</sup> Contact:**

**3<sup>rd</sup> Contact:**

**Additional Information:**

- Risk Assessment to be written for each venue visited & their Health & Safety added.



**COMMUNITY Investment TEAM**

**EXTERNAL VENUE RISK ASSESSMENT**

Venue: All saints church Clifton

Date of Visit: 18<sup>th</sup> Jan 2017

Contact Name: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Adequate Disabled Parking (inc. Distance from Building)

See below

Adequate General Parking (inc. Distance from Building)

See below

Suitable Access to Building and Throughout

y

Level Flooring

Y

Steps / Stairs

1 'Housekeeping' Rules

Security

Power Points etc

Toilets

y Disabled Toilets

Ergonomics

y Signage

Fire Extinguishers

y Fire Exits

Clean Environment

Lifts

Smoke Alarms

**Comments**

Parking is on the road side outside the church

Sprinkler System

Doorway Access

Floor Coverings

Ventilation

Lighting – External

Lighting – Internal

Communications Availability

1<sup>st</sup> Aid / Recovery Room

Heating

y Provision of Drinking Water

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