**PARISH TO ADAPT AS NECESSARY TO THE ACTIVITY**

| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
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| Safeguarding. Potential abuse to adult | Individual adults | Safeguarding policy and good practice guidance for vulnerable adults.Policy to be prominently displayed in church.All Church Leaders and helpers working with vulnerable adults are safely recruited and aware of policy and good practice.All Church leaders and helpers working with vulnerable adults have completed the relevant national safeguarding training.Leaders properly supervise sessions and supervise other volunteers. Those who are not eligible for an enhanced DBS check do not have unsupervised contact with vulnerable adults. | Safe Use of Images policy if applicable.DBS Basic Disclosure check considered for helpers.PSO and DSA contact details to be available to Leaders/Helpers and prominently displayed. |  |  |  |
| Injury in hall set up. | Individual adults | Hall set up prior to individuals using facilities arriving.Volunteers advised that in setting up, to use table and chair trolleys provided to aid movement of multiple tables and chairs.Volunteers advised to only move equipment they are physically capable of moving safely.First aider and first aid kit present at every session. |  |  |  |  |
| Activities Injuries to vulnerable adults. | Individual adults | Any carers present are to ensure they support the individual during the activity.First aider and first aid kit present at every session.Spillages to be cleared up as soon as possible.Wash hands after using glue, paint and other synthetic substances.No food or drinks allowed in craft areas. |  |  |  |  |
| Catering  | Adults | Food leads to have formal food hygiene training and prepare/store/reheat/serve food accordingly.Only leaders and volunteers to be allowed in the kitchen.Volunteers to ensure hot drinks, teapots and hot food are kept well away from edges of tables where visitors are.Ensure carers/family members are responsible for what they and the person they have come with eat and drink and that appropriate people are made aware of ingredients from packets (e.g. gluten intolerance and other allergy advice) |  |  |  |  |
| Fire | Adults | Volunteers to familiarise themselves with the Church Hall fire procedures and equipment.In the event of a fire, volunteers to direct attendees according to the fire procedures/evacuation procedures. Fire procedures/evacuation procedures for the hall that are displayed prominently in the building.Clear passage to be maintained to each evacuation assembly point.Ensure mobile phone present for prompt use in emergency.Responsible adult to use a fire extinguisher or blanket, having due consideration for his/her own personal safety and that of others in the vicinity. | Consider a practice fire drill once a month |  |  |  |
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**Please note – other examples of what could be included are on the internet such as: trips and spills; electrical hazard; manual handling etc**