

5.4 Warm Space venue and Activity Risk Assessment

Date Risk Assessment Carried Out
Person Carrying Out Risk Assessment

28th October 2022
 Sarah Frazer

Venue Name
Activity

Trinity Rooms Community Hub
 Warm Space

Risks in and around the building.	What could happen?	Who could be hurt?	What will you do to minimise the risk?
Think about... Lighting inside and outside, exit routes, electrical appliances, emergency contact / phone signal, furniture, tripping hazards, ventilation			
The front path can be dark	People could trip on the uneven paving	Staff, volunteers and visitors	Ensure porch lights are turned on to light front path.
Passing on COVID or other winter bugs	The more vulnerable people could be badly affected.	Staff, volunteers and visitors	Ensure windows or doors are open enough to create through air flow. Ensure good COVID hygiene guidance is displayed and role modelled throughout.
The venue has no land line though phone reception is good for most mobile providers.	In an emergency police, fire or ambulance may need to be called.	Staff, volunteers and visitors	Ensure that at least two staff or volunteers have a mobile phone that has good reception in this venue.
Building may need to be evacuated	An emergency may mean that everyone needs to leave the building quickly	Staff, volunteers and visitors	Ensure lead volunteer is aware of emergency evacuation procedures. Ensure emergency exits are always well signed, and clear of trip hazards.

Risks in our activities	What could happen?	Who could be hurt?	What will you do to minimise the risk?
Think about... Hot drinks and food, sharp tools, trailing cables, water spillages, emotional distress			
Visitors may be distressed by the cost of living crisis or some other personal challenge.	Emotional upset, stressed caused by not being able to help	Staff, volunteers and visitors	Ensure staff and volunteers have been briefed on working with people who are in distress. Ensure staff and volunteers have clear signposting leaflets for support agencies.
Sharp craft equipment will be used like scissors and needles.	People could be cut when using the tools, walking around with them or could drop them on the floor.	Staff, volunteers and visitors, especially children.	All sharp tools will be counted out and in by staff or volunteers Visitors will be asked to take care Children using tools will be supervised Floors will be checked after activity to pick up any fallen needles.
Hot water could be spilled	People could be scalded	Staff, volunteers and visitors, especially children.	Ensure there is a volunteer supervising the space at all times. Ensure people are aware of how to use the hot water flasks, and that help is available for elderly and infirm people.
Dogs and young children may be in the same space	Dog could cause injury to a child	Staff, volunteers and visitors, especially children.	Ensure that children are supervised at all times by their guardian. Ensure dogs are kept on leads and under supervision of owner.

Written by	Sarah Frazer
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