**CRAMLINGTON PARISH Risk Assessment**

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| **Name/address of church/centre**  Hope Centre | **Assessment carried out by**  **L Alexander** | **Group name**  **All service providers** |
| **Date** 10/10/19 Reviewed Oct 2020 Reviewed Oct 2021 | **Date of review** October 2020 reviewed Oct 2020 also see Covidid Risk assessments | **PCC notified (date)**  25/10/2019 11/21 |

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| **Potential Hazard** | **Who is at risk?** | **Current controls**  (What you’re currently doing to reduce risk) | **Future controls**  Future action needed to further reduce the risk) | **By whom & when** |
| Security of service users and providers (M) | All volunteers and service users | * Access available at both entrances kept locked at all times * Access given to the public from workers inside the main building and accompanied to each group room when ID confirmed * Visitors accompanied to and from service/group rooms * Main entrance (Foodbank) always more than one volunteer in place * All who come to Hope Centre sign the register at reception * Kitchen area for volunteers and service providers only | * A timetable showing times dates and service provider to be installed * Each service provider to keep their own register of clients * Each service provider to inform reception of expected visitors | Food bank manager  ongoing  Service providers  Ongoing  Ongoing |
| Trips on obstacles (M) | Staff volunteers and clients | * All cables secured * Walkways kept clear and trip hazards removed promptly * Sensible footwear worn by volunteers/service users * All portable equipment safely stored away from walkways/ working areas | Add check of tripping hazards to centre managers daily routine | Centre Manager |
| Trips on stairs (M) | Staff volunteers and clients | * Uniform bank stairs non slip flooring and well lit * Reminder -use of hand rails one person at a time on each step | Safety notice at top and bottom of stairs  Check no one coming opposite direction |  |
| Slips on spillage (L) | Staff volunteers and clients | * Spills are cleaned immediately. Work in the area is suspended until cleaning complete Warning tripod in place |  |  |
| Lifting bags/ boxes (M) | Staff and volunteers | * Trolleys are provided to reduce carrying of crates * Bogies are provided for multiple tray transportation * Posters re lifting carrying -loads and positions | new volunteer training as part of induction process  Regular reminders | Ongoing RB/LA |
| Turning and reaching to stack shelves (M) | Staff and volunteers | * Care must be taken with regard to the weight being lifted and the height from which the lift starts * Weights over 25KG require two people to handle * Cardboard boxes/crates must not be overloaded and must be discarded if their structural integrity is impaired | new volunteer training as part of induction process  Regular reminders | Ongoing RB/LA |
| Carrying on stairs  (M) | Staff and volunteers | * Weights of over 20Kg require two people * Manual handling info invisible in all work areas | Notice top and bottom of the stairs |  |
| Loading/unloading vehicles(M) | Staff and volunteers | * Particular care must be taken when reaching into vehicles to handle weights Risk assess each load |  |  |

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| **Name/address of church/centre**  Hope Centre | **Assessment carried out by**  L Alexander | **Group name**  Foodbank/Clothing Bank |
| **Date** Oct 2019// Oct 2020/ 0ct 2021 | **Date of review** October 2020 reviewed Oct 2020 Oct 2021 also see COVID risk assessments | **PCC notified (date)**Nov 2019/Nov 2021 |

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| Damaged provisions/out of date provisions (L) | Staff volunteers and clients | * Damage and date check on receipt into warehouse and on provision to client * Clearly designated areas for Out of Date or Damaged items, and safe disposal routes * All frozen food to be stored immediately and recorded on storage sheets * Clothing donations to be sorted washed and stored/discarded appropriately |  | ongoing |
| Contamination by hazardous substance | Staff volunteers and clients | * Toiletries kept separately from food in foodbank and packed separately * Cleaning materials stored in cleaning cupboard |  | ongoing |
| Rodents (L)  Ants (L) | Staff volunteers and clients | * Checks carried out regularly by Centre Manager. Ant traps in place. |  | ongoing |
| Fridge Freezer too warm(L) | Staff and volunteers | * Temperature checked through the day * Thermometer validated quarterly * Products checked daily for freshness and disposed of if decay detected. Use of second fridge if necessary |  | All volunteers |