**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 ongoingService providersOngoingOngoing |
| 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
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| 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 processRegular 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 processRegular 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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**CRAMLINGTON PARISH Risk Assessment**

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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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| **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** |
| 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 |