**CRAMLINGTON TEAM MINISTRY**

**Group Risk Assessment Form**

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| **Name/address of church**  **St Nicholas Cramlington** | **Assessment carried out by**  **L Alexander** | **Group name**  **Dementia support group** |
| **Date**  **20/10/21** | **Date of review**  **20/10/22** | **PCC notified (date)**  **Nov 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** |
| **Parish Centre/ Worship area** |  |  |  |  |
| Entrance Exit  Trips Spills and falls | Group workers/ attendees | * Keep clear pathways from church entrance/parish centre entrances in to Parish Centre * Check used areas for debris and spillage before during and after group cleaning when necessary | * Group/ to ensure clear pathways and entrance/ exit signage and floor markings for steps are in good condition * Ensure floor area is free from cleaning equipment ,cables by storing them correctly. * Clean up when necessary | Group leaders to coordinate each session 2021 |
| Access to resources  Trips spills and falls | Group workers | * Agree plan for setting up group area * Mindful of lifting and handling techniques 2 or more people for heavy objects * Clear all chairs and tables at the end of the session | * Check out alternative area s before use for suitability * Be mindful of the social and mobility need of attendees when setting up areas | Ongoing |
| **Refreshments/activities** |  |  |  |  |
| Trip spills and falls and access | Group workers/attendees | * 2 workers in kitchen area * Refreshments limited to hot/cold drinks/biscuits/pastries. * Attendees remain seated * Workers serve to tables, clear away wash dishes and tables using appropriate carrying equipment * All equipment for activities set out on tables or larger equipment safely stored away for pathways and seating areas. Workers to support attendees where necessary to access resources | * Ensure no attendees enter kitchen area exit * Indentify any allergies/dietary requirements prior to serving * Be mindful of attendees who may move / require toilet access during this time. Worker to ensure pathway clear * Be mindful of attendees physical/mental spacial needs offer support when necessary * Ensure free access n and around seating area. * Ensure attendees are able to locate appropriate entrances and exits for toilet access. Worker to keep a check on time away in case of difficulties. | Ongoing |
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