**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 ExitTrips 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 resourcesTrips 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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