



## MARCHES FAMILY NETWORK RISK ASSESSMENT FORM



<b>Assessment No: 1</b>  <b>Assessment Date:</b> 18/09/2023  <b>Re-assessed Date:</b>	<b>Location/Venue:</b> Salvation Army Church and Community Centre  <b>Assessor's Name:</b> Kerry Williams	<b>Persons involved in/affected by risk:</b> Parent carers, MFN and Yeleni staff members, members of the public.	<b>Individual assessments required (Person's Initials)/Additional assessments required:</b>  <b>Reasons for individual/additional assessments:</b>
<b>Task/Activity/Area Assessed:</b> Venue and activity.			

Hazards Identified	Current Control Measures in Place	Likelihood (with current control measures in place)	Severity of Injury	Assessed Band	Action Required? Y/N
Fire - venue	Staff and attendees to be informed of housekeeping rules, including fire evacuation point and emergency exits.  Staff and attendees not to use any electrical items unless this has been confirmed with the venue host.  Fire doors have been checked during risk assessment – there are 2 x fire doors in the main hall, at least one of these has a ramp.	1	2	2	N

	<p>The front fire door will be unlocked.</p> <p>A register will be completed and held on site for the duration of the session.</p>				
Risk of burns/scalds from boiling water	Only MFN staff allowed in the kitchen area – any risks around making hot drinks will be highlighted to all, such as, there is constant boiling water available, which will be very hot.	1	1	1	N
Car park – collisions/injuries from moving traffic	The car park is open to the public, so people should be aware of moving traffic and take care when using the car park.	1	2	2	N
Medical conditions	<p>Parent carers, Yeleni staff and MFN staff to bring any necessary medical supplies they may require.</p> <p>First aider to be on site.</p> <p>Food will be provided so any allergies and dietary requirements need to be identified to MFN staff prior to the event. Packaging will be available to read.</p>	1	1	1	N
Public access	<p>Be aware that members of the public may still access the building.</p> <p>Designated areas to be used only (main hall, kitchen, toilets).</p>	1	1	1	N
Tables/chairs/equipment	Any damage should be reported, and individual items assessed for use.	1	1	1	N

	<p>Any items to be cleaned after use, where necessary.</p> <p>Appropriate lifting, moving and handling techniques to be used when moving items.</p>				
Doors - accessibility	<p>Ensure doors are accessible and not blocked.</p> <p>Only use fire escape doors for emergency purposes.</p>	1	1	1	N
Yeleni therapies – Reactions to treatments Injury from therapy	<p>Yeleni therapists will advise on suitability of treatments and how to engage safely in therapies.</p> <p>First aider on site.</p>	1	1	1	N

Risk Rating			Rating Action Bands		
Likelihood	X	Severity of Injury	=	Assessed Band	Control Measures
Most Unlikely (1)		No Injuries (1)		Minimal Risk (1 or 2)	Maintain existing measures
Unlikely (2)		Minor Injuries (2)		Low Risk (3 or 4)	Review control measures
Likely (3)		Serious Injuries (3)		Medium Risk (6 or 8)	Improve control measures
Very Likely (4)		Fatality (4)		High Risk (9, 12 or 16)	Improve control measures immediately and consider stopping task/activity or using venue until the risk is reduced
<b>To establish the risk rating multiply 'Likelihood' by 'Severity of Injury'</b>					

Action Required:	Action Completed (Name and Date):	Review Date:
<b>Completed by (Name):</b> Kerry Williams	<b>Signature:</b> <i>K J Williams 25/09/2023</i>	
<b>Reviewed by (Name):</b> Rae Chambers	<b>Signature:</b> <i>Rae Chambers 25.9.23</i>	