| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
| Abusive/aggressive users | Volunteers, other users, church property. Damage/injury to persons or property | *Are all mobile phone networks available in the crypt?* | Minimum of three volunteers at each session including at least one man. Volunteers to be provided with emergency contact numbers given by central foodbank organisers, to be held in volunteers mobiles. At least one volunteer to be near exit, exit to be kept clear. Follow CPR foodbank procedures for notifying and barring abusive users | *Volunteers* | *Ongoing* |  |
| Security of church and church office | Abuse/ aggression to other users of the premises. Damage to church property. |  | Remind other users of foodbank activity. Keep crypt/church door closed when people in the church. Lock office and church door when premises not occupied. | Volunteers. Other church members/clergy in the building | Ongoing |  |
| Fire | Volunteers, users | There are signed fire exits and extinguishers | Check fire exit is clear and volunteers know location of extinguishers  DCC could/should plan some fire drills at different times to reflect the use of the building. | Volunteers | Ongoing |  |
| Unexpected injury or illness including those arising from substance use | Volunteers, users | There is a first aid kit | Know location of first aid kit. Identify any volunteer with first aid training. Emergency contact numbers  Whose responsibility will be the contacts?  How will you identify those trained?  Is the first aid kit up to date and stocked? | Volunteers | Ongoing |  |
| Open crypt door | Unsupervised children, including other church users, leaving the premises |  | Remind parents and responsible adults of the risk | Volunteers | Ongoing |  |
| Non DSB checked members of public on premises | Inappropriate behaviour towards unsupervised children including other church users |  | Remind parents and other responsible adults of the risk  Which parents? How? | Volunteers | Ongoing |  |
| Lifting heavy objects including noticeboard | Volunteers damage to back |  | Volunteers to seek help when needed | Volunteers | Ongoing |  |
| Dirty toilets | Unpleasant and health risk to volunteers and other church users | Cleaner cleans toilets weekly | Check toilets regularly during and at end of session  Will there be a check list for each session to include this and other risks? | Volunteers | Ongoing |  |
| Trip hazards, small loose objects | Volunteers, users, especially small children | Most potential hazards are made safe but items such as the table football will still be at the side of the room - as will the table trolley and stacks of chairs  Consider small children climbing on these..... | Check premises on arrival, remove or protect any hazards, warn users of risk  Needs to be on a sessional check list | Volunteers | onmgoing |  |