



Cromer Church Risk Assessment - Meeting Point - RA 18

IDENTIFY HAZARD	RISK INVOLVED	RISK LEVEL	MINIMISE RISK BY	RISK LEVEL
Burns	Burns from hot liquids	High	Limit the number of people preparing the drinks to just a maximum of two people.	Low
Slips and Trips	Falls	High	Mop dry the floor immediately after something has been spilled.	Low
Inappropriate interaction with the public	Members of the public entering the Parish Hall once Meeting Point is in session. Members of the public coming in to use the toilet once Meeting Point is in session	High	Meeting Point leader supervises the front door which remains locked at all times - greets carers and friends on arrival and locks the door again. Late comers to ring the bell for admission. If anyone comes into any part of the Parish Hall ask them to leave immediately.	Medium
Cuts	Injury from scissors or other sharp objects during craft sessions	Medium	Reminders to Meeting Point friends to use and pass scissors and other sharp objects safely.	Low
Leaving the hall to use the toilet.	Meeting Point friends who come to meetings without a carer could get into difficulties in the toilet without anyone knowing.	Medium	Ensure that if one of the friends have not returned from the toilet within a short space of time a Meeting Point leader needs to go and check all is OK.	Medium
Getting lost	Friends without carers leaving the Parish Hall at the end of the session before their parent/carer has come to collect them	High	Meeting Point leader stands at the entrance to the hall at the end of the meeting to make sure that every friend leaves with their carer, or is collected by a responsible adult and that no one leaves the hall alone. Once everyone is ready to leave the Meeting Point leader will unlock the front door and see everyone off the premises.	Medium

Date of Risk Assessment: February 2023

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