**Warm Spaces – Activity Risk Assessment**

T*he 4th column is intentionally blank so churches can add information specific to their own situation.
The information listed below are examples and should be amended or added to as appropriate to your initiative*

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| **Area of Concern** | **Risk** | **Mitigating Factors** | **Additional Information** |
| Leaders and Volunteers | People running the session will be appropriate to meet the aims of the group. | * All leaders and volunteers will be Safely Recruited following the Methodist Church Safer Recruitment Policy.
* Volunteers won’t be asked to move furniture etc without confirming they are able to do so safely.
* If people are asked to open the building, they must: complete (or have completed) Form D; be given a copy of the Church Safeguarding Policy; and be given a copy of the Lone Worker information.
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| Moving and Handling furniture | Volunteers may hurt themselves setting up or moving furniture. | * Tables, chairs etc will be easily accessible.
* If volunteers cannot move furniture, then others will ensure that the room is correctly set up.
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| Safeguarding vulnerable adults | The people attending the session may be vulnerable and need additional support. | * Names or other means of identifying attendees will remain confidential to the Warm Space
* Volunteers should not be expected to provide personal care without careful thought and planning.
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| Safeguarding Children | All people under 18 years are classed as vulnerable due to their age. | * Children will be accompanied by an adult, unless prior arrangements have been made following safeguarding policy.
* If people have concerns, they must follow the [connexional guidance.](https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/policies-and-guidance/)
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| Transport | Church organised transport | * In liaison with the Church Safeguarding Officer (or the Church Council if the church doesn’t have a safeguarding officer) all people providing CHURCH ORGANISED transport will be checked fully.
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| Building Health and Safety | Making sure the general environment is suitable to host an event | * The church premises will have been risk assessed within the last 12 month.
* An additional check (Safeguarding Health & Safety Assessment Form) will have been completed by the Church Safeguarding Officer, which is aimed at protecting the most vulnerable.
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Please insert more rows as needed.