

Name of activity, event, and location	Community Warm Hubs Safer Communities Alliance Bizniz Point, Crown House, Dartford, DA1 1DZ	Date of risk assessment	10/01/2023	Name of person doing this risk assessment	
		Date of next review	10/01/2024		

What hazard have you identified? What are the risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults?	Review & revise. What has changed that needs to be thought about and controlled?
<p><b>A hazard</b> is something that may cause harm or damage. <b>The risk</b> is the harm that may occur from the hazard.</p>	For example: young people, adult volunteers, visitors	<p><b>Controls</b> are ways of making the activity safer by removing or reducing the risk. For example, you may use a different piece of equipment or you might change the way you do the activity.</p>	<p>Keep <b>checking</b> throughout the activity in case you need to change what you're doing or even <b>stop</b> the activity.</p> <p>This is a great place to add comments which will be used as part of the review.</p>
Fire - Unable to escape building, become trapped burns, smoke inhalation, death	Adult volunteers, visitors, young people and children	<ul style="list-style-type: none"> <li>• Good housekeeping standards to continue</li> <li>• Staff/volunteer vigilance at all times</li> <li>• Daily fire exits checked on opening and closing</li> <li>• Staff/volunteers made aware of local emergency procedures</li> <li>• Managing any donations of warm clothing are kept away from fire escape routes and away from sources of heat and ignition.</li> <li>• Managing the food arrival and the use of electric appliances eg. microwaves/ovens that they will be used properly and will have someone to oversee at all times of use - make sure the appliances are switched off when not in use.</li> <li>• Follow the correct procedures for the building that is rented in the event of a fire.</li> <li>• Building managers to carry out regular fire alarm tests</li> </ul>	
Medical Emergencies - become unwell while in attendance at warm hub, Scalds from hot drinks	Adult volunteers, visitors, young people and children	<ul style="list-style-type: none"> <li>• Spillages to be dealt with promptly</li> <li>• Urns and Kettles must be kept away from main area where possible</li> <li>• Kettles and urns on stable surfaces with no dangling cables and kept away from edges</li> <li>• Where possible trays and/or trolleys used for serving</li> <li>• Staff aware of local emergency procedures</li> <li>• Appropriately stocked First aid kit is on hand in an emergency</li> <li>• Appropriate signage on urns and kettles used in the public area stating "Caution hot water"</li> </ul>	
Slips/Trips/Falls - over furniture, & equipment - sprains, bumps, bruises, head injuries and fractures	Adult volunteers, visitors, young	<ul style="list-style-type: none"> <li>• All accidents reported promptly</li> <li>• Any hazards reported to the manager and removed from the area</li> <li>• Spillages to be dealt with promptly</li> <li>• Staff vigilance looking for items left on floors by users/visitors</li> </ul>	

	people and children	<ul style="list-style-type: none"> <li>• No trailing cables allowed in the customer areas</li> <li>• Ensure any donated clothing is managed to eliminate trip hazards</li> <li>• Appropriately stocked First aid kit is on hand if required</li> </ul>	
Safeguarding - incident to happen between staff/volunteers and/or visitors during an event, recognising signs of concern in visitors	Adult volunteers, visitors, young people and children	<ul style="list-style-type: none"> <li>• Ensure there is a designated safeguarding lead and staff/volunteers know who they should report to if required</li> <li>• Staff and volunteers helping at the warm hub have all completed safeguarding training</li> <li>• All staff and volunteers to have an enhanced DBS check completed</li> <li>• Asking single adults to attend at a later time to families</li> </ul>	
Anti-social Behaviour - exposed to & participating in Antisocial behaviour	Adult volunteers, visitors, young people and children	<ul style="list-style-type: none"> <li>• Staff to be vigilant at all times and deal with situations as they arise</li> <li>• Any incidents to be reported to the person in charge immediately</li> <li>• Sharing of knowledge of incidents and among colleagues.</li> <li>• Where necessary, antisocial behaviour plan in place and to be discussed at staff meetings .</li> <li>• Antisocial behaviour policy in place and shared with staff and volunteers</li> </ul>	
Food Handling, Safety & Hygiene	Adult volunteers, visitors, young people and children	<ul style="list-style-type: none"> <li>• Food to come from a hygiene approved kitchen/chef</li> <li>• Ensure cooking staff know the correct temperatures that food should be heated to</li> <li>• Chef and staff to be aware of any food allergies</li> <li>• All cooking/serving staff to frequently wash hands and dry thoroughly</li> <li>• Where possible and sensible, staff use tools (cutlery, tongs scoops etc) to handle food rather than hands</li> <li>• Where handling cannot be avoided, hands are rinsed promptly after finishing the task.</li> <li>• First-aid box provided and nominated first-aider always on site</li> </ul>	