

**Parish of St. Peter and St. Paul's Church, Bedfordshire**

**Activity risk assessment**

**Activity: Home Groups**

**Location: St Peter & St Paul's Church, Cranfield.**

**Name of leader with responsibility: Rev. Isaac Pain**

**Date of first risk assessment: 21/03/2024**

**Time/frequency: Fortnightly**

**Date to be reviewed March 2025.**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to manage this risk?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Done</b>
Safeguarding potential risks.	Vulnerable adults – emotionally, physically or financially at risk.	<p>Safeguarding policy to be followed as laid down by the Church of England in promoting a Safer Church.</p> <p>All home group leaders are recruited using the 'Safer Recruiting' process, and have completed safeguarding courses.</p> <p>Always two homegroup leaders present.</p> <p>PSO and DSA contact details are visible in the church porch.</p>	<i>Read Health and Safety Policy in the Front of the Church H &amp; S Folder.</i>	IP / PSO		Yes
Hot drinks	All Adults	Drinks should be prepared safely in the kitchen and there is a table for them to be used.	Kettle not to be taken through to the meeting room.	Homegroup Leaders		
Hot taps / Kettles in the Kitchen	Scalds	Anyone using taps or Kettles	<i>As well as conventional hot taps there is a kitchen tap that delivers boiling water.</i>	Homegroup Leaders		

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			Make sure helpers understand where it is and how to use it.			
Trip hazards	Those with limited mobility by the uneven medieval tiles.	All members attend church and are familiar with the church building. Lighting is good.	Keep a regular check on loose tiles, and notify the Fabric Committee of any hazards to be addressed.	Fabric Committee		
Fire	Adults	Leaders to familiarise themselves with the Church exit routes. Clear passage to be maintained to evacuation assembly point. A responsible adult needs to raise alarm by shouting Fire. Similarly, fire extinguishers would only be used to aid escape from the building.	Ensure mobile phone present for prompt use in emergency.  All persons leave the Church building and meet at the fire assembly point. <i>Read Church Fire Safety Risk Assessment in the Fire Risk Folder.</i>	Homegroup Leaders		
Evacuation	All attending	An alternative exit is provided through the west door under the tower. The key is kept hanging by the First Aid Box on the side of the cleaning cupboard	Leaders to ensure that the key is present at the start of the Home Group.	Homegroup Leaders		