

## Risk assessment for Give & Take Week at Methodist Church

<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>
Fire Breaking out	Volunteers and general public	Three fire extinguishers available, one in the kitchen, hall and entrance lobby. Emergency exit in the hall leads to car park which is the assembly point. Emergency exit to be kept clear of obstructions. There is a klaxon in the entrance lobby to alert people if the situation allows to do so safely.	In the event of a fire, one of the volunteers on duty must shout "Fire, please evacuate". All areas must be checked to ensure everyone is evacuated. Klaxon can be used if appropriate and safe to do so.	volunteers on duty	On the day	n/a
Slip or trip hazards in the shop. Some uneven floors and entrance sills.	Volunteers and general public fall and get injured	Volunteers to keep an eye on the situation and remove any trip hazards if they become apparent, such as boxes on the floor.	No	volunteers on duty	On the day	n/a
Heavy lifting	Volunteers may hurt their backs etc lifting chairs, tables, boxes of books etc	Volunteers will be instructed not to attempt to lift heavy objects on their own. Two people to lift any very heavy objects. In theory, nothing coming into the shop should be too heavy for one person. Any obviously too large or heavy items offered for donation to be rejected at the front door of the shop. Heavier objects should be placed on the floor or low down on shelves, whilst light objects should be displayed higher up.	No	Volunteers on duty	On the day	n/a
Donated mains electrical items may be unsafe	Members of the public taking the items away	Any donated mains electrical items will be quarantined. They will be taken to Refurnish main building once a day for PAT Testing and sale by Refurnish.	No	Volunteers on duty..	On the day	n/a
Working at height resulting in a fall	Volunteers may fall when putting up banners or bunting.	Step ladders or stable platforms will be used to perform such tasks. Someone should be available to hold the ladder.	No	Volunteers	On the day	n/a