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**West Hunsbury Parish Council Risk Assessment for 60+ Club**

Reviewed March 2019

To be reviewed March 2020

**We committed to the Health and Safety of our volunteers and members. We carry out risk assessments, which we act upon to lower risk. This includes a risk assessment of:**

**- the premises in which we operate**

**- the organisation’s activities**

**- the roles carried out by volunteers**

**We will provide volunteers with any information, training, or equipment they need to remain safe whilst carrying out their volunteering tasks.**

**Volunteers are expected to remember their duty of care towards the people around them, and not act in a way that might endanger those around them.**

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| --- | --- | --- | --- | --- | --- |
| **Hazard** | **Who could be harmed and how** | **Action** | **Further Action required** | **Action by who** | **When?** |
| **Trips/Falls** | **All**  **Bruises and/or broken bones** | * **Doorways to be kept clear** * **Tables & chairs to be kept neat and tidy. Nothing to be left on floor.** | **Floor to be inspected prior to each meeting and during the meeting** | **Working Party member** | **ongoing** |
| **Slips** | **All**  **Bruises and/or broken bones** | * **Any spillage to be removed immediately** | **Ongoing monitoring during meetings** | **All** | **ongoing** |
| **Fire** | **All**  **Burns** | * **Emergency exists to be highlighted to members** | **Ongoing reminders** | **Working Party member** | **ongoing** |
| **Illness** | **All** | * **Next of kin and emergency contact details to be held for all** * **Details of local Doctors/Hospital to be maintained** | **Next of kin/emergency contacts to be regularly updated** | **Working Party member** | **annually** |
| **Kitchen** | **Volunteers and/or Working Party Members**  **Burns**  **scolds** | * **Any equipment considered unsafe not to be used and reported to NPH** * **Working Party members to know where the fuse box is**   **and how to switch the electricity off**   * **Cold water to be run before hot water and care taken with kettles etc.** | **Brief new volunteers** | **Working Party member** | **ongoing** |
| **Manual handling** | **All**  **Moving heavy tables etc.**  **Back injury** | * **Minimum of 2 people to move a table or any other heavy object** | **All** | **All** | **ongoing** |
|  |  |  |  |  |  |

**Safeguarding**

Some members may be vulnerable due to illness, age, or disability. If volunteers become concerned about an individual, please contact

Northamptonshire Safeguarding Adults Board Business Office

One Angel Square

Angel Street

Northampton

NN1 1ED

Tel: 01604 365681

Email: NSAB@northamptonshire.gov.uk

**Emergency Contacts**

Whitefields Surgery  
[**01604 760171**](tel:01604%20760171)

Northampton General Hospital NHS Trust

**01604 634700**

Adult Social Services

**0300 126 1000**

**Any ongoing incident that presents a threat to life and/or serious injury - Call Police - Emergency – 999**