



Pro Forma Risk Assessment

Dartford Churches Winter Shelter

Church Name

Address

.....

.....

To be used on which night? (please circle)

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Venue Manager

Name

Address.....

.....

.....

Mobile Phone number

Email address

Significant Hazards	People likely to be affected	Control measures in place	Practical upshots	Additional Actions, if any
Violent behaviour (possibly aggravated by alcohol, drugs, mental health etc)	Volunteers, guests, emergency services, members of the public	Organisational structure to ensure shelters are "dry". If guest arrives and is aggressive appropriate procedure in place. Volunteers to be trained in how to manage potentially aggressive situations Volunteer to have mobile phones with quick-dial 999. Liaison with	It may be necessary to provide locked storage for any bottles/cans being brought onto the premises. These should be checked in and out.	

		<p>the police as appropriate.</p> <p>First aid kits available at each site</p> <p>No volunteer to be alone with a guest at any time.</p> <p>Procedure for recording incidents and communicating to others involved with the shelter.</p>		
Weapons and needlestick injuries	Volunteers, guests, emergency services, members of the public	<p>Organisational structure to ensure shelters are drug and syringe-free</p> <p>Sharps bins to be available and disposed of appropriately</p> <p>Should supervised searches be necessary, volunteers must not empty clients' bags.</p>		
Fire	Volunteers, guests, emergency services, members of the public	<p>All exits checked to be openable without the use of a key.</p> <p>All emergency exits clearly identified.</p> <p>Means of sounding alarm in place.</p> <p>Mobile phone available to call emergency services, if required.</p>		

		<p>No smoking throughout the premises.</p> <p>Procedure for allowing guests to smoke outside the premises</p>		
Hygiene and contamination issues (bedding)	Volunteers and guests	<p>Check bedding materials when getting out and putting away</p> <p>Store each set of bedding in separate sack after each use</p> <p>Laundry arrangements</p> <p>Appropriate use of personal protective equipment (gloves, aprons)</p>		
Biological hazards e.g. vomit, blood etc.		<p>Disinfectant and cleaning supplies available.</p> <p>Appropriate use of personal protective equipment (gloves, aprons)</p>		
Food Hygiene	Volunteers and guests	Code of conduct in place regarding food hygiene.	Suitably qualified person advising the shelter on these matters.	
Security of stored items	Volunteers and guests	All items required for the shelter to be stored safely		
Security of Church area	Volunteers and guests	Volunteers to be aware of accessible areas of the Church and inform guests		



Volunteer safety on arriving and leaving the shelter	Volunteers	Lighting to be suitable outside the Church Building Agreement with volunteers on where to park.		
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Risk Assessment completed on:.....(date)

Completed by:.....(name and role)

.....(name and role)