First review with input from **Carolyn, Rob, Jim**

QUEENSWAY SHINE CAFÉ- Risk assessment

Updated Dec 23

NB- this is assessment is in addition to the FIRE, kitchen and building risk assessments - it notes specific risk associated with the "Shine" club

GENERAL NOTE

The Shine club is run by Queensway chapel volunteers and helpers and takes place weekly in the Hall. The aim of the club is to give a safe place where people with learning difficulties and their carers can enjoy a relaxed and fun time. Snack food is provided along with various entertainments such as Bingo and Karaoke.

Item #	Hazard - Risk Description	Possible Reasons	Impact	Current Management	Future Practice or Remedy	Date of solution completed	
1	Increased likelihood of trips ands falls	Many of the clients are unsteady on their feet	Increased risk of injury	All clients must have carers in adequate ratios Training and awareness of helpers and meeting leader	Awareness and coaching by team leader	Dec 23 Review with Carolyn F	
2	Larger number of people who would need special help in case of an emergency evacuation	Higher proportion of those who would need help to get to an exit - may bump into each other	Risk of injury if a bottleneck formed in a rushed exit	All fire exits are clearly marked - including those around the back of the stage and store. Ramp has been added to rear fire exit to enable wheel chair evacuation	Regular reminders & Awareness and coaching by team leader	Dec 23 Review with Carolyn F	
3	Increased risk of scalding by hot drinks	unsteady carriers	Scalds	Carers must transport hot drinks. - be aware of crowds around the bar area	training and alertness by team leader	Dec 23 Review with Carolyn F	
4	Risk of passing on diseases - coughs/Covid	confined space- lack of hygiene. Cross contamination from handled items such as pens or craft materials	Illness	All surfaces are cleaned before and after sessions with disinfectant Customers are encouraged not to move around much Masks and alcohol hand cleaner available on request Food can be provided at tables rather than collection - volunteers can be masked and ensure clean hands	Training - be aware of any medical alerts to new strains of Covid etc Extra ventilation as required Contact register and attendance register to alert people if an alert is called by the government	Dec 23 Review with Carolyn F	
5	Risk of passing on illnesses by close contact - hugging and hand shakes	Some clients can be tactile and not understand the problems of passing on illnesses	Spread of illnesses	Hugging is discouraged	training and alertness to government guidelines	Dec 23 Review with Carolyn F	
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