

Risk Assessment – Lavingtons Warm Spaces – The Old School

Risk	Level	Evaluation
Lone Volunteer on site	Low - Medium	The goal is for two volunteers to be always present. Group media for volunteers to contact each other. Telephone access to a lead person will be available should only one person on site be available. Lone volunteer policy in force. Library open on site for support if need arises.
Kitchen accidents – hot water burns	Low	Only Warm Space Volunteers allowed in the kitchen area. Two people only in the kitchen area at one time. Briefing on safe use of equipment and treatment for water burns given to all volunteers. Floor spills to be wiped up immediately.
Unwelcome Visitors	Low	Signage for children to be accompanied by an appropriate adult at entrance. Briefing given to volunteers on dealing with unwelcome visitors. Library open during warm space for additional support. Telephone access to emergency services
Safeguarding	Low	Safeguarding policy in operation and all volunteers enhanced DBS certified
Sudden Illness staff - visitor	Low	Access to first aid equipment. Knowledge of nearest Defib and telephone access to emergency services
Fire	Low	No naked flames in building but evacuation policy in force and acknowledged by volunteers should the need arise.

Date of approval

Date of review