

RISK ASSESSMENT

Sherburn Visiting Scheme

Task/ Process: Delivering a Friendship Cafe	Completed by: M Rennison	Completed on: 20/01/2023
People at Risk: Staff & Volunteers and Service Users	Reviewed by: M. Rennison	Review date: 21/11/2025
		Next Review due: 01/11/2026

PPE Requirements

None

Overall control measures

Ensure all staff and volunteers have an awareness of Food Safety
 Ensure all staff and volunteers are trained in Health & Safety
 Ensure all staff and volunteers know about service user's allergies
 Ensure the area is free from obstruction
 Ensure First Aid equipment is always available

Ref:	Hazard	Risk	Persons involved	Industry best practice/guidance	Control measures	Adequate ? Y/N	Action Required	By (date)	Completed (date)
1.1	Injury resulting from contact with hot substances	Minor, Moderate or Serious burns to hands, wrists, forearms and legs.	Staff and volunteers, Service users	Health & Safety at Work Act 1974 Health & Safety (First Aid) Regulations 1981 Management of Health & Safety at Work Regulations 1999	1. When serving hot food or drinks to Service users, ensure the food is cooled sufficiently before serving and ensure Service User is informed the food is hot. 2. Always ensure sufficient running cool water is available in case of burns. 3. Ensure sufficient burns dressings are available in the First Aid Kit.	Y Y Y	NONE NONE NONE		

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1.2	Injury resulting from contact with blades	Minor, Moderate, or Serious cuts to fingers, hands, wrists or forearms.	Staff and volunteers, Service users	Health & Safety at Work Act 1974 Management of Health & Safety at Work Regulations 1999 Provision and Use of Work Equipment Regulations 1998	1. General supervision of service users 2. Knives suitably stored when not in use 3. First Aid Kit is available at all times.	Y Y Y	NONE NONE NONE		
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1.3	Injuries caused from slips, trips and falls from objects left on floor and spillages	Minor, Moderate, or Serious. Cuts and abrasions, Musculo-skeletal injuries, head trauma.	Staff and volunteers, Service users	Health & Safety at Work Act 1974 Management of Health & Safety at Work Regulations 1999	1. Staff and volunteers to observe good housekeeping and put things away after use. 2. Clean up spillages immediately. 3. Waste is deposited in foot operated closable containers immediately. 4. Trailing leads on the floor are minimised and must not obstruct access and egress 5. Materials and equipment should be stored appropriately in the	Y Y Y Y	NONE NONE NONE NONE		
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					cupboards or containers provided. 6. Walking aids, coats and personal possessions are kept to the edge of the room, keeping the walk route clear at all times.	Y	NONE		
1.4	Injury caused by faulty appliances	Minor, Moderate, or Serious Injuries. Cuts and abrasions, electric shock, burns, Musculo skeletal injuries	Staff and volunteers, Service users	Health & Safety at Work Act 1974 Management of Health & Safety at Work Regulations 1999 Provision and Use of Work Equipment Regulations 1998	1. All appliances are visually checked regularly. 2. If appliance appears faulty, it is isolated and not used. The fault is reported to the Management Committee. 3. Maintenance and service schedules for appliances are adhered to. 4 Staff and volunteers are trained to use the appliances correctly before use. 5. All appliances are only used for the task which they have been provided for.	Y Y Y Y	NONE NONE NONE NONE		
1.5	Injury caused by Emergency Evacuation (including fire and gas leak)	Minor, Moderate, Serious or Fatal Injuries to whole body including cuts and abrasions,	Staff and volunteers, Service users	Health & Safety at Work Act 1974 Management of Health & Safety at Work Regulations 1999	1. Ensure evacuations plans are adhered to 2. Carry out regular evacuation training 3. Ensure all staff and volunteers working in the area know where isolation	Y Y Y	NONE NONE NONE		

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		Head trauma, trampling injuries, and other Musculo-skeletal injuries			valves and stop taps are located 4. Alarms are tested weekly and in full operation 5. Emergency lighting is tested regularly 6 Fire extinguishers are provided, maintained and volunteers are aware how to operate correctly.	Y Y Y	NONE NONE NONE		
1.6	Injury caused by Evacuation of service users due to medical incident	Minor, Moderate, Serious or Fatal Injuries to whole body including cuts and abrasions, Head trauma, trampling injuries, and other Musculo-skeletal injuries	Staff and volunteers, Service users	Health & Safety at Work Act 1974 Management of Health & Safety at Work Regulations 1999	1. Ensure evacuations plans are adhered to 2. Carry out regular evacuation training 3. Ensure all staff and volunteers working in the area know evacuate service users from the immediate area.	Y Y Y	NONE NONE NONE		
1.7	Injury caused by exposure to Medical conditions or prescribed medication	Minor, Moderate, or Serious Conditions. Respiratory conditions, skin conditions	Staff and volunteers, Service User	Health & Safety at Work Act 1974 Management of Health & Safety at Work Regulations 1999 Public Health Act 2010	1. If there is a risk of catching infectious diseases, appropriate PPE must be worn at all times by the Service User and the staff/volunteer 2. Sanitising Hand Gel must be available at all times. 3. If staff/volunteer is known to have an infectious	Y Y Y	NONE NONE NONE		

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				Personal Protective Equipment Regulations 2002	disease or condition, they must be excluded from volunteering duties for the time whilst infectious.				
1.8	Injury caused by moving a heavy inanimate object	Minor, Moderate, or Serious Injuries to joints, arms, back, legs or neck including Musculo-skeletal injuries	Staff and volunteers	Health & Safety at Work Act 1974 Management of Health & Safety at Work Regulations 1999 Manual Handling Operations Regulations 1992	1. When lifting or moving any inanimate object, correct lifting/moving procedure is followed. 2. If lifting/moving a heavy or bulky object, extra assistance is sought. 3. Before lifting/moving an object, appropriate training is provided which is periodically refreshed. 4. Before lifting/moving an object, personal capability is considered. Do not carry out the activity if personal safety could be at risk. 5. If team handling an object, effective communication is given. 6. Only lift/move an object at a comfortable pace. 7. Ensure path is clear before lifting/moving an object	Y Y Y Y Y	NONE NONE NONE NONE NONE		

This risk assessment will be monitored and reviewed annually to ensure the welfare of all persons is continually promoted in the organisation.

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NB You should always review your risk assessment as soon as possible once you think it may no longer be valid (eg something has changed within the organisation, or an accident has occurred).

Risk Assessment reviewed by: Matthew Rennison (BA Hons, PGCE, Tech IOSH, MRSPH, MSET, GMIFPO, MIIRSM)

Date: 21st November 2025

Document History

Date	Issue Number	Updated By	Reason for New Version
21/11/25	1.2	Matthew Rennison (BA Hons, PGCE, TechIOSH, MRSPH, MSET, GMIFPO, MIIRSM)	Annual Review

Approved For Release

SVS policies are reviewed in line with the Policy Document Log and their effectiveness is measured during day to day monitoring of SVS operations. Any changes are made and communicated as necessary.