RISK ASSESSMENTS FOR GROUP GATHERINGS

If this is your first time leading a group, please head to <https://www.citychurchcambridge.org.uk/groupleaders> and familiarise yourself with the information therein.

**GROUP DETAILS**

Name of group:

Adult holding overall responsibility:

Date(s) and times:

Number of adults: (up to)

Number of children: 0

**ASSESSMENT DETAILS**

Date of assessment:

1st assessor:

2nd assessor:

**HOW TO COMPLETE THIS RISK ASSESSMENT**

This risk assessment document is divided across the following categories:

1. Pastoral care + safeguarding (adults, U18s)
2. Food, beverages and refreshments
3. Meeting at Brickfields (main hall, lounge, annexe)
4. Meeting at a home
5. Meeting online (via Zoom)
6. Activity: Sewing
7. Activity: Sports
8. Activity: Walks and parks
9. COVID-19

Multiple categories will be applicable to your group (and many will not be!). For the group gathering you are organising and overseeing, please highlight the risks that apply to your group’s activity by checking the box under ‘Applicable to this group’.

E.g.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Applicable to this group | Nature of hazard | Who or what is at risk | Separate risk assessment  needed? | Risk analysis | | | Comments |
| L | S | OR |
| YES | Example hazard | Group members |  | 1 | 3 | 3 | * Here are the things I will do to minimise the risk |

Please add any additional risks that you can identify by adding another row to the appropriate table. For example, if you are planning on a BBQ or using a trampoline, you will want to include this in the risk assessment.

Under each risk analysis, you will see three letters:

|  |  |  |
| --- | --- | --- |
| Likelihood of a negative outcome (L)  1 = Very unlikely  2 = Unlikely  3 = Likely  4 = Very likely  5 = Almost certain | Severity of risk (S)  1 = Insignificant injury  2= = Minor injury requiring First Aid  3 = Serious injury (3 day injury equivalent)  4 = Major injury requiring hospital treatment  5 = Fatal | Overall risk (OR) = L x S  1–5 = Low risk  6–10 = Medium risk  11–25 = High risk |

**THE RISK ASSESSMENT**

1. PASTORAL CARE + SAFEGUARDING (ADULTS, U18s)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Applicable to this group | Nature of hazard | Who or what is at risk | Separate risk assessment  needed? | Risk analysis | | | Comments |
| L | S | OR |
|  | Sensitive conversations that may be upsetting or triggering | Group members |  | 1 | 2 | 2 | * Group leader and subgroup facilitators are able to follow up issues that may arise |
|  | A significant pastoral concern comes to light and the member requires significant support | Individual |  | 3 | 3 | 9 | * Group leaders and subgroup facilitators should read ‘Caring and safeguarding’ section at <https://www.citychurchcambridge.org.uk/groupleaders> so they are aware of procedures and policies |
|  | Vulnerable adult being exploited | Individual |  | 2 | 2 | 4 | * Group leader has read the ‘Caring and safeguarding’ section at <https://www.citychurchcambridge.org.uk/groupleaders> so they are aware of procedures and policies |
|  | U18s being exploited | U18s |  | 2 | 2 | 4 | * Group leader has read the ‘Working with U18s’ section at <https://www.citychurchcambridge.org.uk/groupleaders> so they are aware of procedures and policies * Children are not left unaccompanied by a parent unless the adult left ‘in charge’ has a current DBS certificate |
|  | Uninvited communication from group members outside of the group | Group members |  | 1 | 2 | 2 | * Email communication through ChurchSuite is the default for all group communication. * Permission is required before adding someone to a WhatsApp (or other messaging platform) group. * Unwanted communication should be reported to the group leader. |
|  | Breach of confidentiality in the course of discussing areas of church ministry | Group members or those they are working with outside of the group |  | 2 | 3 | 6 | * Group members asked to check with group leader before disclosing information about named individuals to the group. * Group members asked to keep things they hear in the group confidential. * Group members encouraged to talk to group leader or another elder about anything they are concerned about. |

1. FOOD, BEVERAGES AND REFRESHMENTS

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Applicable to this group | Nature of hazard | Who or what is at risk | Separate risk assessment  needed? | Risk analysis | | | Comments |
| L | S | OR |
|  | Making, serving and consuming hot drinks. Spills could lead to burns. | Group members |  | 1 | 2 | 2 | * Care will be taken with hot drinks. * Hot drinks will be served when people are at a table or everyone will have flat service to place their drink upon. * Serving will be done by the host and nominated group members to reduce traffic in the kitchen. |
|  | Food allergies (from refreshments served) | Individual |  | 1 | 5 | 5 | * Email members before the group starts to identify food allergies. * Inform all group members that food and drink may be served (particularly at subgroup meetings). |
|  | Cutting from using a knife to cut cake/tripping over with knife/scissors | City Group members |  | 1 | 3 | 3 | * Ensure that knives for cutting cake are appropriate for the job (you don’t need a chef’s knife!) and cakes are cut on a plate/chopping board. * Carry knives/scissors with blades pointing downwards. * Do not run with knives/scissors. |

1. MEETING AT BRICKFIELDS (MAIN HALL, LOUNGE, ANNEXE)

Group leaders have read the following policies under ‘Quick Links’ on the group leaders’ page: <https://www.citychurchcambridge.org.uk/groupleaders>

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Applicable to this group | Nature of hazard | Who or what is at risk | Separate risk assessment  needed? | Risk analysis | | | Comments |
| L | S | OR |
|  | Tripping (while walking to/around the venue) | City Group members |  | 1 | 2 | 2 | * Any tripping hazards will be minimised/removed. |
|  | Bring locked up in Brickfields | City Group members |  | 1 | 1 | 1 | * CG leader will ensure that they are the last to leave, checking toilet locations before locking and up and turning off lights. It will be ideal for the CG leader to leave accompanied by a trusted member of the City Group. |

1. MEETING AT A HOME

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Applicable to this group | Nature of hazard | Who or what is at risk | Separate risk assessment  needed? | Risk analysis | | | Comments |
| L | S | OR |
|  | Tripping (while walking to/around the house) | Group members |  | 1 | 3 | 3 | * Any tripping hazards (toys, rugs, etc.) will be minimised/removed. * Tape down some leads. * Consideration has been given to the most appropriate room within which to meet. |
|  | Pet allergies | Individual |  | 1 | 2 | 2 | * Contact group members before the group starts to find out that they are comfortable with a pet in the house. Potentially limit the pet to another room during the meeting. |
|  | Harm to children sleeping in the home | Children at residence |  | 1 | 3 | 3 | * Guests will be instructed to use the downstairs toilet. * Any adult going upstairs will be accompanied by the children’s parents. |

1. MEETING ONLINE (VIA ZOOM)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Applicable to this group | Nature of hazard | Who or what is at risk | Separate risk assessment  needed? | Risk analysis | | | Comments |
| L | S | OR |
| N/A | The meeting is crashed by those wanting to disrupt it. They could show nasty images or say unhelpful things to those on the call | City Group members |  | 1 | 1 | 1 | * Keep the link private and only allow people into the meeting who are registered for the group. * Use the waiting room to ensure all attendees are known to the Zoom host. * Any person accidentally admitted will and can be removed by the host. |
| N/A | Safeguarding vulnerable adults | Vulnerable adults in the group |  | 1 | 4 | 4 | * Leaders have read City Church’s Safeguarding policy, and know the contact details for the safeguarding leads and disclosure procedures. |
| N/A | Unwanted recording of the meeting | Individual |  | 1 | 2 | 2 | * Zoom recording by participants is disabled. Zoom hosts will ask members to avoid making screenshots, recordings etc. |
| N/A | Sharing of private information | Individual |  | 1 | 3 | 3 | If members do need to share their screens, they should do it via ‘application’ rather than ‘desktop’. |
|  | Distribution of viruses via the file transfer. | Group members |  | 1 | 2 | 2 | Any planned file sharing should take place by Dropbox, GDrive or other shared storage platform if at all possible. Most City Groups will not require file sharing, and if a file is shared, a member needs to say what it is that they are sharing. It’s unlikely that, given the strong relationships between group members, there is any maliciousness towards one another. |
| N/A | Online bullying and harassment. | Group members |  | 2 | 2 | 4 | The private chat feature has been disabled and, unless necessary, breakout rooms will contain a minimum of three ‘screens to reduce the potential for private, hurtful conversations. |

1. ACTIVITY: (PRAYER) WALKING AND PLAY PARKS

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Applicable to this group | Nature of hazard | Who or what is at risk | Separate risk assessment  needed? | Risk analysis | | | Comments |
| L | S | OR |
|  | Bad weather (including extreme temperatures) leading to risk of illness or injury | Group members |  | 2 | 2 | 4 | * Check the weather forecast and postpone/cancel if necessary. * Advise walkers to bring suitable clothing and items for the conditions. |
|  | Busy roads leading to vehicle/cycle collisions with pedestrians. | Group members |  | 2 | 4 | 8 | * Avoid routes along busy roads and/or check for suitable crossing places on the route. |
|  | Steep, slippery or muddy sections leading to trips or slips. | Group members |  | 2 | 2 | 4 | * Check for muddy/slippery sections on the route and adapt the route if necessary. * Advise walkers to bring suitable footwear for the conditions. |
|  | Livestock | Group members and property (if livestock escape) |  | 1 | 2 | 2 | * Cross fields with livestock calmly and quietly, keeping the group together. * Be prepared to divert around livestock if necessary. Follow the Countryside Code (England & Wales). * Leave gates and property as you find them. * Follow any signs, close gates, etc. |
|  | Pet allergies | Individual |  | 1 | 2 | 2 | * Update group details to mention any pets. * Contact group members before the group starts to find out that they are comfortable with a pet in the house. Potentially limit the pet to another room during the meeting. |
|  | Injury at play park | Group members |  | 1 | 3 | 3 | * An ‘on-the-spot’ risk assessment will be made on arriving at park to determine if any play equipment is damaged or unsuitable for use. * Children remain the responsibility of the adult they came with at all times. * Risks are no more than an average trip to the play park. |

1. COVID-19

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Applicable to this group | Nature of hazard | Who or what is at risk | Separate risk assessment  needed? | Risk analysis | | | Comments |
| L | S | OR |
|  | Transferring COVID between group members. | Group members |  | 2 | 3 | 6 | * May decide to provide ventilation depending on case rates etc. * Register is maintained. * This section may be updated in line with Government guidance. |