

# The Meeting Place (TMP) Risk Assessment Form



<b>TMP Activity</b>	Coffee Shop
<b>Location</b>	Bookham Baptist Church Hall

What are the hazards?	Who might be harmed and how?	Current controls in place	Additional controls required	Action by who?	Action by when?	Date completed
Using the building – access, fire, security etc	TMP volunteers and Coffee Shop visitors	Bookham Baptist Church Health and Safety Risk Assessment (RA) All staff aware of procedures in case of a fire or security incident Part of induction procedures	Reviewed annually Ensure BBC Risk Assessment is current	DB/Management Team	2024	Ongoing
Arrangement of Tables and chairs	TMP volunteers and Coffee Shop visitors	Volunteers are trained to move tables and chairs safely and arrange carefully so as to prevent trip hazards or block fire exits. Monitored at every session		Coffee Shop Team Leader	Weekly	Ongoing
Poor Food Handling	TMP volunteers and Coffee Shop visitors	Coffee Shop Team Leaders hold Level 2 Food Handling certificate. Certificates held and monitored by DB		DB/Management Team	Ongoing	Ongoing

		<p>Coffee Shop safe food handling procedures are in place/made known to volunteers. Volunteers are referred to TMP Food Safety Policy.</p> <p>Coffee machine is cleaned according to manufacturer's recommendations</p>	<p>Volunteers review Coffee Shop procedures annually. Ensure all volunteers can access The Meeting Place website Members Area</p>	<p>DB/Management Team</p> <p>Coffee Shop Team Leader</p>	<p>Ongoing</p> <p>Weekly</p>	<p>Ongoing</p> <p>Ongoing</p>
Lifting and handling - moving tables and chairs	TMP volunteers Dof E volunteers	<p>Volunteers encouraged to move tables and chairs in pairs and not to do so if they feel unable Volunteers are offered appropriate online manual handling training which is monitored as completed prior to joining the team. Onsite training is done as part of their induction.</p>	<p>Manual Handling practices are monitored at each session by the Team Leader</p> <p>Parents of all DofE volunteers are informed about the duties for the volunteers.</p> <p>Manual handling activities will be discussed with parents of under 16's prior to students starting their DofE experience.</p>	<p>DB/Management Team</p> <p>DB/Management Team</p> <p>DB/Management Team</p>	<p>Ongoing</p> <p>Immediate</p> <p>Immediate</p>	<p>Ongoing</p>
Use of Dishwasher, Hot Water dispenser and coffee machine	TMP volunteers Dof E volunteers	<p>Volunteers are trained to use all equipment in the kitchen as part of their induction, including the dishwasher, coffee machine and hot water dispenser.</p>		Denise Bottomley	Ongoing	Ongoing
Serving hot drinks- risk of scalding	TMP volunteers and Coffee Shop visitors	<p>Coffee Shop procedures (e.g. use of trays) are in place/made known to volunteers</p>	<p>Volunteers review Coffee Shop procedures annually</p>	DB/Team Leaders	Weekly	Ongoing
Allergic reaction	TMP volunteers and Coffee Shop visitors	<p>Customers are asked to inform servers of any known allergies.</p> <p>Lists of ingredients in cakes from The Grange are displayed</p>	<p>All volunteers to be aware of emergency procedures</p>	Coffee Shop Team Leader	Weekly	Ongoing

Accidents and Incidents	Volunteers/visitors	<p>Volunteers are requested to be aware of the risk of slips, bumps and trips and, if possible, mitigate risk as soon as possible. Any ongoing issues will be reported to the Team Leader as soon as possible to address any underlying issue.</p> <p>An incident book is in place where accidents and incidents are recorded. This is reviewed quarterly at the Trustees Meeting to ensure appropriate actions are taken to avoid recurrence where possible.</p>	<p>Any spillages on the floor will be wiped up immediately.</p> <p>Ensure all incidents and accidents are reported.</p>	Coffee Shop Team Leader	Ongoing	Ongoing
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**Important Notes to be completed:**

1. Are the activities covered by The Meeting Place Insurance Policy? **Yes / No**
2. Is a DBS check required for any aspect of the activities? **Yes / No**

**Signed:** \_\_\_\_\_ **Risk Assessor**

**Signed:** \_\_\_\_\_ **Area Lead**

**Print name:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Review Date:** \_\_\_\_\_