

# The Meeting Place (TMP) Risk Assessment Form



<b>TMP Activity</b>	Community Fridge
<b>Location</b>	Bookham Baptist Church

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
Associated with the building – access, fire, security etc	TMP volunteers and Community Fridge visitors	Bookham Baptist Church Health and Safety Risk Assessment (RA)	Reviewed annually	EW	2024	
Poor Food Handling	Volunteers and visitors	Community Fridge Team leaders hold Level 2 Food Handling certificate  Community Fridge safe food handling procedures are in place/made known to volunteers, especially distinctions between Use by and Best Before dates (held at present on side of cupboard in lobby area).-	Monitored and Certificates held by EW  Each Volunteer to read and sign procedures at Induction with location of procedures highlighted for future reference	EW  EW	Ongoing.  Ongoing	Ongoing

		Volunteers are referred to TMP Food Safety Policy which is available on the website in members area.	Ensure all volunteers can access The Meeting Place Members Area	EW	Ongoing	
Lifting and Handling	TMP Volunteers lifting crates, loading cars with crates and moving tables	Trolley is available to transport crates to crate store	Ensure trolley is regularly checked (documented) for suitability for the job.	EW	March 2024 and ongoing	Ongoing
		Community Fridge Lead will identify the safe number of volunteers required to move tables/crates (to ensure that sufficient appropriately trained and able volunteers are in attendance at each session	Comm Fridge volunteers receive appropriate manual handling training which is monitored as completed	EW	Ongoing	
			Records of manual handling training are kept current and monitored to ensure all volunteers complete as appropriate.	EW	Ongoing	
			Each Volunteer will undertake a self assessment risk assessment for manual handling.	EW/Volunteers	Ongoing	
			Individual risk assessments will be monitored and reviewed annually or when a volunteers health or manual handling ability changes.	EW	June 2024	
			All Volunteers will be encouraged to move tables using two people	EW/Volunteers	Ongoing	
			Develop a culture of supporting each other during community fridge activities to ensure manual handling risks are reduced to	EW/Volunteers	Ongoing	

			acceptable levels and alert leaders to any concerns			
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>	EW/Volunteers	Ongoing	

**Important Notes to be completed:**

- Are the activities covered by The Meeting Place Insurance Policy? **Yes / No**
- 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:** \_\_\_\_\_