friendship
fun
cake
entertainment
trips
In partnership with COMMUNITY ACTION

The Queen's Award for Voluntary Service

Risk Assessment

Malvern Sight Loss Club

Venue: Christchurch Hall

Activities: Social gathering, refreshments, entertainment, outings

Date: 5.6.2025

Completed by: Shirley Sheridan

Review Date: 13.8.26 by Anne Dicks (Secretary). Passed to Community Action.

1. General Environment

Hazard	Who might be harmed?	Risk	Control Measures	Further Action Needed?
Trips and falls (e.g. trailing cables, uneven floor, handbags, walking sticks, liquid spills)	Visually impaired members, helpers	Medium	Keep walkways clear. Tape down cables. Ensure lighting is adequate.	Remind church to fix any uneven flooring.
Emergency exit not accessible or clear	Everyone	Medium	Check exits are unlocked and unobstructed. Assign someone to assist in emergencies.	Review evacuation support for visually impaired members.
Guide Dogs and Assistance Dogs	Everyone	Medium	A handler for each dog.	

2. Catering and Refreshments

Hazard	Who might be harmed?	Risk	Control Measures	Further Action Needed?
Burns from hot drinks or equipment	Helpers, members	Medium	Use flasks or kettles with safety features. Warn members drinks are hot.	
Allergies or unsuitable food or drink for an individual	Anyone with an allergy or food intolerance	Medium	Catering volunteers made aware of allergies/ specific dietary requirements of members. Also inform visiting volunteers e.g. from Inner Wheel for special celebrations. Members include this information on their membership form.	First Aid volunteers to be aware of the risks to individuals and the action needed if there is an incident.
Food poisoning (e.g. improper storage or handling)	Everyone eating food	Medium	Store perishable items properly. Helpers wash hands. Avoid high-risk foods (e.g. cream cakes left out).	Provide basic food hygiene guidance to helpers.
Liquids coming into contact with electrical appliances/ connections	Catering team	Medium	Ensure worksurfaces around electrical appliances are kept dry.	Raise awareness among catering staff.
Kitchen area becoming crowded.	Catering team, other members in kitchen	High	'No Entry' notices displayed. Table for dirty crockery outside kitchen.	

3. Entertainment

Hazard	Who might be harmed?	Risk	Control Measures	Further Action Needed?
Electrical equipment (e.g. PA system, instruments)	Members, helpers, performers	Low to Medium	Ensure performers use safe, PAT-tested equipment. Keep cables out of walkways.	Ask performers to confirm equipment is safe.

4. Transport / Travel

Hazard	Who might be harmed?	Risk	Control Measures	Further Action Needed?
Road accident or injury while transporting members	Drivers, passengers	Medium	All volunteer drivers have insurance, roadworthy vehicles, and understand duty of care.	Keep list of approved drivers.
Guiding members into vehicles	Helpers, members	Medium	Offer verbal guidance. Let members decide what assistance they want.	Train volunteers in safe guiding techniques.

5. Safeguarding

Hazard	Who might be harmed?	Risk	Control Measures	Further Action Needed?
Vulnerable adult at risk of neglect or abuse	Members	Low to Medium	Volunteers aware of duty of safeguarding and our policy. Escalate concerns if needed. Keep club a safe space.	Consult safeguarding policy. Notifiable person: Launa Brooks, CEO of Community Action

6. First Aid

Hazard	Who might be harmed?	Risk	Control Measures	Further Action Needed?
Minor injuries (cuts, burns, falls)	Members, helpers	Low to Medium	Basic first aid kit available. Ensure helpers know where it is. Emergency contact procedures in place.	Check contents of kit regularly. Consider first aid training for one or two helpers.
Risk of heart attack.	Anyone.	Low to Medium	Everyone aware that nearest defibrillator is next door to Christ Church at Avenue Vets.	In emergency ring 999 to find out the cabinet code and ask for help.

Final Notes

- Risk Level Key: Low / Medium / High
- Review assessment annually or after any incident.
- Encourage a culture of safety without overcomplication.