**Warm Spaces – Activity Risk Assessment**

T*he 4th column is intentionally blank so churches can add information specific to their own situation.*

*For items marked with a \* (Mitigating Factors column) please see additional guidance on page 2*

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| --- | --- | --- | --- |
| **Area of Concern** | **Risk** | **Mitigating Factors** | **Additional Information** |
| Leaders and Volunteers | People running the session will be appropriate to meet the aims of the group. | * All leaders and volunteers will be Safely Recruited following the Methodist Church Safer Recruitment Policy.
* Volunteers won’t be asked to move furniture etc without confirming they are able to do so safely.
* If people are asked to open the building, they must: complete (or have completed) Form D\*; be given a copy of the Church Safeguarding Policy; and be given a copy of the Lone Worker information\*.
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| Moving and Handling furniture | Volunteers may hurt themselves setting up or moving furniture. | * Tables, chairs etc will be easily accessible.
* If volunteers cannot move furniture, then others will ensure that the room is correctly set up.
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| Safeguarding vulnerable adults | The people attending the session may be vulnerable and need additional support. | * Names or other means of identifying attendees will remain confidential to the Warm Space
* Volunteers should not be expected to provide personal care without careful thought and planning.
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| Safeguarding Children | All people under 18 years are classed as vulnerable due to their age. | * Children will be accompanied by an adult, unless prior arrangements have been made following safeguarding policy.
* If people have concerns, they must follow the guidance in the Responding Well Flow Chart (Sheffield District) \*
 |  |
| Transport | Church organised transport | * In liaison with the Church Safeguarding Officer (or the Church Council if the church doesn’t have a safeguarding officer) all people will providing CHURCH ORGANISED transport with be checked fully\*.
 |  |
| Building Health and Safety | Making sure the general environment is suitable to host an event | * The church premises will have been risk assessed within the last 12 month.
* An additional check (Safeguarding Health & Safety Assessment Form) will have been completed by the Church Safeguarding Officer, which is aimed at protecting the most vulnerable\*.
 |  |

Please insert more rows as needed.

**Additional Guidance**

Your Church Safeguarding Officer can give you copies of the forms below or you can access the forms via [link to Warm Spaces Safeguarding page]

**Church Safeguarding Officers**

Church Safeguarding Officers Handbook can be accessed via: <https://www.sheffieldmethodist.org/what-we-dosafeguardingsupport-for-circuits-churches.html>

* Key Holder Declaration (Form D) is discussed in Chapter 4
* Lone Worker Information is also discussed in Chapter 4
* RespondingWell Flow Chart is discussed in Chapter 2
* Church organised transport is discussed in chapter 3
* Safeguarding Health & Safety Assessment Form is discussed in chapter 3

All the forms below were shared with Church Safeguarding Officers in 2021/22.

The forms and the Church Safeguarding Officers Handbook are currently being uploaded to the District Website ([www.sheffieldmethodist.org](http://www.sheffieldmethodist.org) : *Our work – Safeguarding – Support for Church and Circuit Safeguarding Officers*)

Please bear with us as this time-consuming work is carried out.