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| --- | --- |
| **Description of Activity** | Please ensure you complete this section providing as much detail as possible about your event/activity |
| **Identify Hazards** | **Who is at harm?** | **How are they at harm?** | **Level of risk***(delete as applicable)* | **What controls are put in place to minimise the hazard?** |
| Slips, trips and falls  | Service UsersStaffVolunteers | Injuries such as bruising or fractures etc | High, medium, low | * Staff/Volunteers will check the space before the event
* Staff/Volunteers will do safety announcements with the group
* Staff/Volunteers know to call 0161 205 9105 in the case of an emergency
* Caution will be taken on slippery ground
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| Fire  | Service UsersStaffVolunteers | Risk of injury, smoke inhalation, death | High, medium, low | * Staff/Volunteers will ensure fire safety procedures are adhered to at all times (room capacity, clear fire exits)
* Staff/Volunteers will safely lead members to the nearest exit in the case of a fire
* Staff/Volunteers will ensure any electrical equipment used is PAT tested.
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| Cash handling or fundraising | Service UsersStaffVolunteers | Risk of cash being stolen, individuals being assaulted | High, medium, low | * Any cash will be kept in a secure, lockable tin
* Staff will be responsible for collecting any cash
* Money should be deposited via ICCM offices as soon as possible after the event.
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| Food Handling | Service UsersStaffVolunteers | Allergic reaction, illness, death | High, medium, low | * Homemade food will not be brought/used at events
* Any food purchased will be shop bought/prepared in a professional kitchen
* Allergy advice will always be made available
* Staff/Volunteers should ask members about dietary needs or allergies
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| Looking after members | Service UsersStaffVolunteers | Assault (verbal/physical), bullying, mental health issues, loneliness | High, medium, low | * Volunteers to contact ICCM with any concerns
* Volunteers to challenge inappropriate behaviour and report to ICCM
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| <please insert other> |  |  | High, medium, low |  |
| <please insert other> |  |  | High, medium, low |  |
| <please insert other> |  |  | High, medium, low |  |