



WELCOME DAY

RISK ASSESSMENT DOCUMENTATION

- This documentation must be completed by the organiser/ representative of the 'Welcome Day' prior to the event.
- It must be shared with the organiser/ designated volunteer from the visiting location prior to the event and all relevant information passed on to the visitors.

BUT REMEMBER RISK IS EVERYONE'S BUSINESS

COMPLETED BY:

DATE:

SHARED WITH VISITING GROUP/S ORGANISER/S:

DATE:

VENUE:

DATE OF WELCOME DAY:

The HSE stresses that.....

'The law does not expect you to eliminate all risk but requires organisations to protect people as far as is reasonably practicable'. Assessment of risks should therefore be suitable and sufficient, not perfect.

PLEASE RISK ASSESS EACH HAZARD USING THE GRID BELOW:

		Consequences				
		Insignificant <i>No injuries or harm suffered</i>	Minor <i>First aid treatment applied</i>	Moderate <i>Medical treatment - potential long term harm</i>	Major <i>Permanent disability / disease suffered</i>	Severe <i>Fatalities involved</i>
Likelihood ↑	Rare <i>May occur in exceptional circumstances</i>	Low	Low	Low	Low	Moderate
	Unlikely <i>Could occur occasionally</i>	Low	Low	Low	Moderate	High
	Possible <i>Expected to occur occasionally</i>	Low	Low	Moderate	Moderate	High
	Likely <i>Expected to occur regularly</i>	Low	Moderate	Moderate	High	Extreme
	Almost certain <i>Expected to occur frequently</i>	Moderate	Moderate	High	Extreme	Extreme
		Impact - How serious is the risk? →				

Identify potential hazards and assess the level of risk for each, then consider what action should be taken to minimise the risk and document using the form below. Information which is highlighted should be shared with visiting organiser/s.

NATURE OF RISK	LEVEL OF RISK (see grid)	ACTION TO BE TAKEN TO REDUCE LEVEL OF RISK
GENERAL (for every Welcome Day)		
Covid/ Public Health Guidance	Low - Moderate	Plan as much of the event outdoors, as is possible. For indoor activities, ventilation is very important. Open doors and windows as appropriate. All areas must be cleaned prior to the day. Individuals must be reminded to wash hands frequently. Hand sanitiser must be available. Maintain a respectable distance from visitors. Refrain from hugging.
Children left unsupervised	Low - Moderate	Parents are responsible for their children. If child/ren are left with volunteers then the volunteers have responsibility for the child/ren. The volunteers must remain with the child/ren until s/he has been returned to the parent/s. Volunteers are reminded of HBTSR Safeguarding Policy.
Undertaking activities outside those planned by HBTSR	Low - Moderate	The organiser of the Welcome Day should have a plan of the day with activities listed in written and pictorial format. Visitors should take time to note the activities and ensure they understand what is being offered. Visitors should check with the organiser of the day if they wish to do something that is not listed.
Extremes of weather – very wet, windy, cold, hot etc.	Low	The organiser of the Welcome Day should note the weather forecast prior to the day. Activities should be planned according to weather conditions. If the forecast is for strong winds then any tentage that needs to be erected should be done on the morning of the Welcome Day and securely tied down. Visitors should be advised to wear appropriate clothes for the weather and activities planned.

Food allergies/ intolerances	Low	Visitors/ volunteers should state if they have any food allergies or intolerances. Lists of ingredients should be available for all food.
Attracting unwanted attention or hostility by the general public	Low	Prior to an event, inform police/PSCO for the area that an event for people seeking sanctuary is taking place, location of the event and times etc Ensure 2 people are on the Welcome Desk at all times to answer any questions and deflect any hostility Everyone to be vigilant of any untoward behaviour by the public and to report it to the organiser of the event. When entertaining young and or vulnerable people, do not display any publicity material /banners etc that may attract unwanted negative behaviour.
KITCHEN AREA		
		Please take note of 'Food Handling at Welcome Days' poster in the kitchen. Only designated people will be in the kitchen.
INDOOR AREA		

OUTDOOR AREA		
INDOOR and OUTDOOR ACTIVITIES		
People getting lost	Low	
Slips, trips, falls	Low	Mop any spillages ,
Hot water urn	Moderate	Place the urn out of reach of children. Display hot water sign on the urn.
Play/toys area	Low	Children will be supervised by an adult. Toys must not be removed from the designated area.
Craft tables	Low	Use of scissors (blunt-ended ones only) and glues - Children will be supervised by adults
Sports	Moderate	Sports activities will be supervised by an adult.
Walk	Moderate	Volunteers will be present at the front and back of the walk. Crossing of the road will be supervised, and along the road, all walkers will be on one side of the road. Beware of traffic.
Car Park area		
Arrival and departure	Low	On arrival and departure volunteers will escort people to and from the bus

Assessment undertaken by:

Signature:

Date:

If a potential hazard is assessed as **EXTREME** or **HIGH RISK**, please inform a **Trustee** to ensure that all health and safety precautions have taken place before a decision can be made to authorise it. A final decision will then be made collectively.

To be completed after the Welcome Day

REVIEW OF RISK ASSESSMENT:

Did any risk incidents occur?	Who was affected?	What action was taken?	What was the outcome?

Did any queries/ concerns/ near misses occur? Please explain further.

This document must be shared and discussed at the next available HBTSR meeting and recommendations for future Welcome Days identified and recorded.