



Blue Flamingo Community Hub CIC

Risk Assessment

Policy Owner: Blue Flamingo Community Hub CIC

Date policy reviewed: 21.1.2026

Date policy approved: 21.1.2026

Designated Safeguarding Lead: Erin Singleton

Blue Flamingo Community Hub CIC

Risk Assessment

| Hazard | What could happen? | Who could be hurt? | Level of risk (low, moderate, high) |
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| Hard floors & uneven surfaces | Floor can become slippery when wet, causing falls which could in turn lead to injury. Fallen food or liquid from beverages could create a trip or falling hazard resulting in injury. Uneven flooring can create a trip hazard resulting in injury. Possible bodily fluid, particularly around the toilet area. | Staff Volunteers Visitors | Moderate |

Action taken to minimise risk:

When there has been a spill, immediate action will be taken to clean the area and, if necessary, a sign will be put out to make people aware that the area may be slippery. When we have children on site, they will be instructed not to run and play because it could cause drinks to spill. If in a large group, they will consume their food and drinks at their own table or on the floor, separate from the adults, and the area will be cleaned as quickly as possible after they've finished. If the flooring of the venue is uneven or the flooring is damaged and is deemed a trip hazard, we will notify the venue owners to rectify the situation and put up a caution so that people don't use that area.

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| Tables, chairs & resource tubs | Furniture could clutter up the space, making it difficult to safely walk – especially for those with mobility issues – which could create a fall hazard and lead to injury. | Staff Volunteers Visitors | Moderate |
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Action taken to minimise risk:

Tables and chairs will be arranged in a way that maximises space and allows for a clear path which is wide enough to accommodate wheelchair users and those with mobility aids, easy access to toilets and exits. Staff and volunteers will be educated on how to safely store tables & chairs. Resource tubs should be tucked away safely during sessions.

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| Moving tables, chairs, resource tubs | Tables and chairs can be awkward and heavy for some to handle. Resource tubs are heavy. Improper handling could lead to physical harm. | Staff Volunteers Visitors | Moderate |
| <p>Action taken to minimise risk:</p> <p>Only those who are physically capable should move furniture and resource tubs. If staff and/or volunteers aren't able to move these items, they should ask another member of staff who is physically capable to do so. Visitors should be restricted to moving tables, chairs and placing items from the resources tubs onto tables only. STAFF and VOLUNTEERS should be the only authorised persons to handle moving resource tubs.</p> | | | |
| Electrical appliances /exposed extension leads | Faulty appliances can cause electrocution, which can cause serious injury and death. Exposed extension leads could cause a trip hazard. | Staff Volunteers Visitors | Low |
| <p>Action taken to minimise risk:</p> <p>As our group meets in community spaces, volunteers and staff will be using equipment belonging to that centre which will be subject to the venue's own PAT testing requirements. Where our own equipment is provided, we will annually have it PAT tested to ensure its safety. Where extension leads are exposed (as in the case of our sing-alongs, particularly in the Penwortham location), care will be taken to ensure the cords are secured to the floor and placed in an area restricted to visitor traffic.</p> | | | |
| Outdoor steps and ramps | Uneven and/or damaged surfaces could lead to injury. | Staff Volunteers Visitors | Low |
| <p>Action taken to minimise risk:</p> <p>These spaces are the responsibility of the venue owner. Our staff and volunteers will be responsible for clearing any debris which may cause a trip or fall to minimise risk of injury. If we notice any areas which are in need of repair or seem to be unsafe, we will notify the venue.</p> | | | |

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| Fire | Faulty electrical equipment and/or sockets could spark a fire. People could become trapped during a fire, which can be fatal. | Staff Volunteers Visitors | Low |
| <p>Action taken to minimise risk:</p> <p>Fire exits are clearly marked in each of the venues we use. We will ensure furniture does not block access to these exits and staff/volunteers will be educated on how to safely exit the building in the case of a fire. Fire extinguishers are installed in the venues we use. Decision made re: wheelchairs by Lead. All equipment is visually inspected before use. Host venues are responsible for PAT testing of fixed appliances. Combustible materials are stored neatly in plastic crates. Bins are emptied at the end of every session. Volunteers and staff will be vigilant not to overload sockets and keep electrical equipment clear of any liquid. Faulty electrical equipment should be disposed of appropriately.</p> | | | |
| Kitchen safety | <p>On-tap boilers could cause scalding if appropriate care and attention is not paid when using the equipment.</p> <p>Tea kettles could become hot and cause burns if not handled properly. Mishandling of coffee maker could cause burns. Sharp utensils could cause injury if mishandled.</p> <p>Preparing and serving hot soup could cause scalding if care is not taken. Transmission of illness. Food poisoning.</p> | Staff Volunteers Visitors | Moderate |
| <p>Action taken to minimise risk:</p> <p>Only trained staff and volunteers will be authorised to use kitchen equipment and serve hot drinks and/or soup. Soup is kept in a slow cooker and is served by a volunteer. Only staff and volunteers who have received food safety training will be authorised to prepare and serve food in the kitchen area. When we have children visiting, they will not be allowed into the kitchen area. Maximum 4 persons in the kitchen at any one time. Ideally, all staff and volunteers who are preparing food for public consumption will have successfully completed food hygiene safety. In the event where that is not possible, at least one volunteer/staff member with the appropriate training will be present in the kitchen to oversee the preparation of food. All those who come in contact with food and beverages should adhere to our food hygiene policies which are printed out and made available in the green binder.</p> | | | |

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| Craft activities | Scissors and use of some tools could cause injury. | Staff/volunteers /visitors | Low |
| <p>Action taken to minimise risk:</p> <p>Those who use scissors and/or sharp tools will be advised to take care when using them; for those with limited mobility, assistance from their Carer or from a member of staff or volunteer will oversee use. We will use small craft scissors which are rounded at the ends to prevent accidental injury. When children are engaging in an activity requiring the use of scissors or a sharp tool, they will be supervised by their accompanying adult, volunteer or BFCH staff member.</p> | | | |
| Activities requiring movement | Lack of mobility could cause falls/injury. Broken chairs could result in falls/injury. Certain types of movement could cause injury. Clutter could create a trip/fall hazard, resulting in injury. | Staff/volunteers /visitors | Moderate |
| <p>Action taken to minimise risk:</p> <p>The mobility of the individuals taking part in an activity will be taken into account when leading the activity, particularly where movement is required. All participants will be reminded to only move in a way that is available to them. People living with dementia (PLWD) will not be asked to undertake a movement which might cause them to lose their balance. Participants will be encouraged to keep mobility aids within easy reach at all times and will be reminded to use furniture such as chairs as props to help them balance, only when it is deemed necessary and is safe to do so. The area where the activity is taking place will be free of clutter and paths will be made available for participants to safely leave the activity. The venue should be responsible for ensuring furniture is safe to use; however, if we (BFCH) identify any items which are broken and unsafe, we will report back to the venue and mark the item of furniture accordingly so it is not used.</p> | | | |
| Wandering off | People living with dementia may have a tendency to wander off which could result in them getting confused and/or lost. If a PLD goes wandering, they could fall, resulting in injury. | Visitors | Moderate |
| <p>Action taken to minimise risk:</p> <p>PLWD are required to be accompanied by a Carer when they visit our group; if a Carer needs to leave their loved one for any period of time, they are asked to notify a volunteer or member of staff. There are certain times during a session when PLWD are at a greater risk for wandering – this tends to be toward the end of Carer’s Support Circle sessions or at the end of any session as people are leaving. A member of staff or volunteer will monitor the main entrance (especially at open & close times) to ensure that PLWD don’t go off wandering and are reminded that their loved one is either talking to someone or using the toilet.</p> | | | |

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| Away trips | Falling or tripping getting on and off of a vehicle provided and/or used by Blue Flamingo. Slipping, tripping or falling due to uneven ground surfaces and in slippery weather conditions where rain, ice or snow is on the ground. Cold or wet weather could lead to illness in those with compromised or weak immune systems. PLWD wandering off. | Visitors/staff/volunteers | Moderate to High |
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Action taken to minimise risk:

PLWD are required to be accompanied by a Carer when they visit our group. Visitors, volunteers and staff are required to bring whatever suitable mobility aid they need in order to safely navigate walking. Care will be taken to ensure all individuals are helped on and off a vehicle employed by Blue Flamingo. Everyone will be notified of ground conditions in advance and be advised to dress according to weather and to wear suitable shoes for walking. If weather conditions are not suitable for travel due to precipitation or winds, the trip will be postponed until such a time that conditions are more favourable. Volunteers and staff will be on hand to assist those with impaired mobility. As PLWD will be accompanied by their Carer, the Carer shall take responsibility that the PLWD doesn't wander off. Volunteers and staff will assist in ensuring the safety of everyone, including wandering off.