

St John's Church Yeovil – Captain's Table Meals (for elderly)

Risk Evaluation		LIKELIHOOD (L) 0 No Hazard 1 Very Unlikely 2 Unlikely 3 Likely 4 Very Likely 5 Almost Certain		SEVERITY (S) 1 No Injury 2 First Aid Injury 3 A 3 Day Injury 4 Major Injury 5 Fatal/Disabling		St John the Baptist Church Church Street, Yeovil, Somerset, BA20 1HE		
LIKELIHOOD						Assessment undertaken by: Phil Juggins / Helen Peace / Ann Thurgood		
SEVERITY	0	1	2	3	4	5	Date: March 2025	
	2	4	6	8	10		Review Date: March 2027	
	3	6	9	12	15		References:	
	4	8	12	16	20		1. http://siyeovil.org.uk/wp-content/uploads/2021/04/parishSafeguardingPolicy.pdf	
	5	10	15	20	25		2. <i>Risk Assessment, Food (St John's & St Andrew's)</i>	
Risk = Likelihood x Severity								
Location / Area Assessed:		Meal (Lunch) provided at St Andrew's church hall to older people, including lifts given to and from homes to the venue						
Persons at Risk:		Guests and volunteers (helpers and leaders), including those preparing and serving food and drivers providing lifts						
Hazard	L	S	Risk Score	Measures to Minimise Risk		L	S	Residual Risk Score
Safeguarding concerns - harm to a Guest - harm to a Volunteer	2	4	8	<ul style="list-style-type: none"> • All Leaders and Helpers go through the Safer Recruitment Process with St John's DBS checks up-to-date • There are role descriptions for all Volunteers which include safeguarding expectations • All Volunteers agree to adhere to The Parish Safeguarding Policy • All Volunteers trained in Safeguarding as required by the Church of England • All Volunteers aware of who the Parish Safeguarding Officer is and of contact details for referrals • Registration forms for Guests held securely by Main Leader with details of contacts and medical conditions • Attendance register kept for each session • No photos taken during groups or activities without written permission 		1	4	4
Hazards associated with food preparation, serving and consumption	*	*	12	(*) See Reference 2 for all risks and measures to minimise risks Note: Use of heated trolley - only designated helpers to carry hot plates and dishes using protective equipment.		*	*	4
Serious illness or injury	2	4	8	<ul style="list-style-type: none"> • First Aid trained leaders present and leaders know who they are. • First Aid kit in a central place. All leaders aware during team briefing of its location. • Leaders are informed about specific medical issues, and Main Leader has registration forms containing these details and any Emergency Contact numbers. • Main Leader to carry charged mobile phone. • Any Incident/Accident reported in writing in accident book held by Main Leader 		1	4	4

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Slips, trips, falls and minor injuries	4	3	12	<ul style="list-style-type: none"> As details above. Volunteers to be vigilant. Volunteers to accompany guests unsteady on feet as required Spillages to be cleared ASAP. Particular care to be taken on paths in wet or icy conditions. 	2	3	6
Evacuation of building	4	3	12	<ul style="list-style-type: none"> In case of emergency, Volunteers to direct guests to the nearest exit (of two) for assembly on the car park. Provide assistance to those guests with limited mobility. 	2	3	6
Where private transport is used to transport guests to Captain's Table meal Injury Harm from Medical Conditions or Allergies	2	4	8	Leaders to be satisfied that: <ul style="list-style-type: none"> the driver is over 25 years old, licensed to drive the vehicle and normally to have no more than 6 endorsement points on their licence (Parish Safeguarding Officer to be consulted in this case). adequate motor insurance cover is held for the vehicle a current MOT certificate is held for the vehicle (if needed) the maximum capacity for the vehicle(s) will not be exceeded Drivers must: <ul style="list-style-type: none"> be satisfied that the vehicles to be used are road-worthy ensure that seat belts are used by the driver and all passengers at all times Drivers must ensure that they: <ul style="list-style-type: none"> have access to a charged mobile phone are aware of any known medical conditions, allergies or special needs disclosed for the people to be carried in their vehicle carry the emergency contact numbers for the Captain's Table leader(s) and know what to do and who to contact in the event of any delay, breakdown or other emergency Drivers to assist those with limited mobility: <ul style="list-style-type: none"> Use of mobility aids - stow safely in car and ensure fully unfolded and locked for use Provide assistance when required – in hall, for vehicle access and from vehicle to hall To be limited to steadying balance only, to avoid possible back injury to driver Seek additional help from a leader if required 	1	4	4

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