

House Groups - Risk Assessment

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Site: Queen Mary Centre and Church Rooms

Date: March 2026

Review Date: March 2027

Significant Hazards	Who Might be Harmed and How	Existing Control Measures	Further Control Measures
Allergies	Those attending the meeting may consume something which they are allergic to or they may come into contact with pets or other allergens causing an allergic reaction.	<ul style="list-style-type: none"> When small groups first start meeting or a new person starts attending the host should ask whether anyone has any allergies and take note of positive responses. And take appropriate caution when offering refreshments. Prior to the commencement of a small group hosts should make those who have signed up to attend aware of any pets in the home. 	<ul style="list-style-type: none"> If someone declares an allergy the host should be aware of cross-contamination.
COSHH	Those attending may be hurt by hazardous chemicals	<ul style="list-style-type: none"> Attendees should not be using any chemicals at small group meetings. Children attending small groups should be supervised at all times or all hazardous chemicals should be removed from sight and easy reach. See General Risk Assessment 	
Electricity	Anyone attending could receive an electric shock or in the case of a power cut may experience trips or other hazards.	<ul style="list-style-type: none"> If hosts are aware of any electrical issues within their home they should take appropriate action. Torches should be used in the case of a power cut attendees should remain seated where possible. See General Risk Assessment 	
Fire	Those attending the meeting could suffer burns, smoke inhalation & suffocation in the event of a fire.	<ul style="list-style-type: none"> When small groups first start meeting or a new person starts attending the host should make everyone aware of fire exits and assembly point. Fire exits should be accessible at all times. In the event of a fire attendees should not attempt to put out the fire and should remain outside the premises until it is safe to re-enter. 	

		<ul style="list-style-type: none"> • Hosts and meeting leaders are fire marshals meaning they are responsible for helping others to evacuate, being aware of other people within the building, phoning for help and keeping everyone from re-entering pre-emptively. • Home owners must have working smoke detectors. • If homes have a fire place installed they should alert others of the hazard if they get too close. • In the case of an evacuation disabilities may increase risk so hosts should be aware of disabilities. • See General Risk Assessment 	
Food Hygiene	Those attending could get food poisoning from meals /refreshments consumed.	<ul style="list-style-type: none"> • Small group meetings are formal church activity and so meals provided must be prepared by someone with level 2 food hygiene training. If you provide a meal as part of informal church activity the guests should be aware that it is such. • When refreshments are provided at small groups hosts should be aware of food hygiene when preparing and serving and if anything is brought by an attendee hosts should conduct a visual check before serving. • See Allergies 	
Hot Liquids	Those attending may be scolded by hot liquids spilling or hot containers.	<ul style="list-style-type: none"> • Where possible attendees should be given drinks once seated. • Try to avoid carrying drinks where possible or use secure methods such as using a tray and telling those around you that you are carrying hot drinks. • Hosts should be aware of where people are placing hot drinks e.g. coffee tables, the floor etc. 	<ul style="list-style-type: none"> • If anyone experiences scolding they should run the affected area under cold water for 20mins.
Manual Handling	Anyone conducting manual handling could injure themselves or others.	<ul style="list-style-type: none"> • Moving furniture or other large objects should be done before the meeting. • Where possible ask for help when doing manual handling. 	

		<ul style="list-style-type: none"> • Hosts should ensure they attend the annual church H&S training. • If moving something becomes uncomfortable stop and wait for help. • See General Risk Assessment. 	
Minor Accidents	Those attending the meeting may injure themselves or others in varied ways.	<ul style="list-style-type: none"> • Basic first aid equipment must be available for groups of >5 people. • There should be a designated first aider where possible and always in meetings of >20 people. • When small groups first start meeting, if there is a designated first aider the host should inform the group. If there is not, the host could ask the group if anyone has first aid training. 	<ul style="list-style-type: none"> • Accidents should be treated appropriately and recorded on the church incident form which can be found on the church website under 'Resources' - 'Policies'.
Safeguarding	Children and vulnerable adults could be groomed or abused during small group or may inform the small group (leader) about abuse in any setting.	<ul style="list-style-type: none"> • See Leading a Meeting sheet - in particular when children attend a meeting or are in other areas of the house during the meeting • See General Risk Assessment 	<ul style="list-style-type: none"> • If a disclosure takes place during the meeting, this should be treated with kindness and respect - no confidentiality should be promised - and then host should be recorded on Reporting a Concern form which can be found on the church website under 'Resources' - 'Policies'.
Slips/Trips	Those attending may fall over and injure themselves	<ul style="list-style-type: none"> • Hosts must ensure that there is a clear pathway to the door guests are to use. This includes clearing snow / ice / wet leaves. Never use hot water to clear ice. • See General Risk Assessment - in particular, keep walkways clear, no trailing leads, clear spillages immediately. 	<ul style="list-style-type: none"> • Accidents should be treated appropriately and recorded on the church incident form which can be found on the church website under 'Resources' - 'Policies'.

<p>Venue</p>	<p>Risks associated with each individual location</p>	<ul style="list-style-type: none"> • The host should feel confident to escort attendees when moving around the house if they wish, although this is not to be considered necessary. The host should feel confident to set boundaries as to where attendees can go e.g. not upstairs, not in the garage. • The host should consider parking options for attendees and inform attendees of suitable places beforehand if this is not obvious upon arrival. If attendees have disabilities the host should, where possible, discuss parking with them before the meeting. If the host notices attendees parking dangerously or illegally they should feel confident to ask them to park elsewhere next time. • The host should consider toilet facilities, whether these are fully accessible clean. Also, whether they have the necessary equipment for the meeting e.g. TV. • The host and meeting leader should consider whether there is enough space for the number of people attending. If a larger space is needed the meeting location could be changed to the church rooms or other alternative. • If the host or leader is unwell or not in the right state to lead the meeting it should be cancelled. • Hosts should have home insurance. • See Leading a Meeting sheet 	
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