

Welcome Team Risk Assessment

Assessors: Matthew McChlery (team leader)

Site: Queen Mary Centre

Date: March 2026

Review Date: March 2027

Significant Hazards	Who Might be Harmed and How	Existing Control Measures	Further Control Measures
Fire		<ul style="list-style-type: none"> See General Risk Assessment. Welcome Team members are also FIRE MARSHALLS in the instance of a fire or fire drill. Marshalls to take positions by fire exit, open them and usher people out of the building in a calm and controlled way. Once everyone has left the building, welcome team members should also leave and make their way to the fire assembly point. Do not re-enter the building (Health and Safety Leads are responsible for checking everyone has left, NOT welcome team members). 	
Manual Handling		<ul style="list-style-type: none"> See General Risk Assessment. 	
Safeguarding		<ul style="list-style-type: none"> See General Risk Assessment. Keep doorway into/out of Main Hall clear to enable free flow of people (especially at tea/coffee time) 	<ul style="list-style-type: none"> Welcome Team to keep eyes and ears open, especially in corridor area during services to help safeguard people's wellbeing and safety. 'Reporting a Concern' forms can be found in the church cupboard, church rooms and on the church website. These should be given to a safeguarding lead when completed.
Slips/Trips		<ul style="list-style-type: none"> See General Risk Assessment. 	