



HemingfordHub - Activity Risk Assessment

Activity: Hub Club and Seated Exercise

Date of first risk assessment: MARCH 2024, reviewed March 2025

Location: Hemingford Grey Pavilion

Time/frequency: Hub Club meets every Wednesday

Name of leader with responsibility: Hub Trustees

Date to be reviewed: MARCH 2026

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Annual Review by whom	Date of review
<p>Injury during seated exercise sessions</p>	<p>Participants and volunteers. Strains, bruises, falls, fatal injury</p>	<p>A trained and qualified teacher runs the exercise class. Trainer is a qualified first aider. Defibrillator on site. Ensure the level and type of exercise is suitable and appropriate for participants level of ability and health. Registers of attendees. Ensure appropriate ratio of volunteers to participants</p>	<p>Review regularly</p>	<p>Trustees of Hemingford Hub and the fitness instructor</p>		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Annual Review by whom	Date of review
<p>Injury in hall set up.</p>	<p>Trustees, Volunteers and participants</p> <p>Strains, back injuries from heavy lifting, slips trips and falls from spillages or tripping over objects or trailing wires. Manual handling – lifting items that are too heavy or stored incorrectly, chairs piled to high, falling objects not stored correctly. Electrical equipment – shocks and burns from faulty equipment.</p>	<p>Ensure general good housekeeping in the hall. Ensure chairs and tables stored correctly. All lifting, table set up and set down is done correctly and in pairs. A trolley is available if necessary. All wires and electrical items are stored correctly; all trailing leads are protected appropriately. An appropriate step is available for items stored at height. Heavy items are stored/ accessible at the appropriate height. Report any faulty equipment or broken chairs/tables to Pavilion staff. No Hub Club participants help in set up and clear down of the hall.</p>	<p>Review processes regularly Training as appropriate</p>	<p>Trustees and volunteers</p>	<p>On going</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Annual Review by whom	Date of review
Safeguarding	Vulnerable adults at risk of abuse	Volunteers who give lifts are DBS checked. Trustees are DBS checked and have relevant training. At least one trustee is present at Hub Club. Volunteers have read, understood and signed our safeguarding	Ensure relevant safeguarding training is carried out and up to date	Trustees and volunteers	On going	
Injury during the provision of catering and hospitality	<p>Participants, volunteers and visitors</p> <p>Slips, trips and falls. Manual handling. Burns and scalds, contact with steam and hot water. Strains and bruising Knives – contact with blades Food handling – skin irritation, allergies. Cleaning chemicals – skin irritation.</p>	<p>Good housekeeping. Equipment is well maintained. Spillages cleaned up immediately. Faults are reported to a member of the Pavilion. Good lighting. Suitable cleaning equipment and products are available. Items are stored correctly Regular hand washing. Adequate training. Volunteer registers kept for helpers and cake bakers. Only cakes with no nuts are served.</p>	<p>Review processes regularly Training as appropriate Communication with Pavilion staff as necessary</p>	Trustees	On going	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Annual Review by whom	Date of review
<p>Fire – Fatal injury from smoke inhalation and burns</p>	<p>Participants, visitors and volunteers.</p> <p>If trapped volunteers and participants could suffer fatal injury from smoke inhalation/ burns</p>	<p>Fire alarms are tested regularly at the Pavilion. Fire fighting equipment is maintained regularly and easily accessible. All signage and emergency lighting are clear and in good working order.</p> <p>Check that fire exits, escape routes and fire doors are not obstructed during our activities.</p> <p>Register of participants, volunteers and visitors are kept for each event.</p> <p>Correct ratio of volunteers to attendees/participants.</p> <p>Everyone knows what to do in the event of an emergency.</p>	<p>Review processes regularly</p> <p>Training as appropriate</p> <p>Communication with Pavilion staff as necessary to ensure all fire procedures, checks and maintenance are up to date</p>	<p>Trustees of Hemingford Hub and the Pavilion</p>	<p>On going</p>	
<p>Transport – risk to elderly and vulnerable people getting in and out of the car</p>	<p>Volunteers, participants and visitors</p> <p>Slips, trips and falls.</p>	<p>Register of volunteer drivers.</p> <p>Two people help passengers out of the vehicle.</p> <p>Car park is well lit.</p> <p>No one exits the building from the kitchen door.</p>	<p>Review processes regularly</p> <p>Training as appropriate</p>	<p>Trustees and volunteers</p>		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Annual Review by whom	Date of review
Pre- existing medical conditions and allergies.	Volunteers, participants and visitors Allergic reaction	Participants and volunteers to inform trustees of any pre-existing medical conditions that would prevent them from taking part in Hub Club activities. Volunteers to ask if anyone has allergies when serving food. No nuts in cakes.	Review processes regularly Training as appropriate	Trustees and volunteers	On going	

March Review of Risk Assessments - March 2025

Minimise Risk of accidents - reduce number of volunteers in the kitchen to a maximum of 4

Only 4 volunteers to be in the kitchen at any one time due to the size of the kitchen - minimise risk of accidents, slips trips and falls

A serving table will be placed outside the kitchen door to act as a counter, the aim of this is to encourage less volunteers in the kitchen (max 4 at a time). Tea trays, plates etc to be set up and served from the serving table outside the kitchen door to minimise congestion in the kitchen.

Waste bin to placed by the door to clear plates before entering the kitchen - limits number of volunteers in the kitchen.

Safeguarding and health and safety

Ratio of volunteers to participants - It has been agreed that best efforts should be made to ensure there is a minimum of one trustee and at least 3 volunteers at each seated exercise class and HubClub event at the Pavilion.

New attendees - Clare will ask all new attendees about any medical conditions/history they are willing to share before taking part in the class. Clare will continue to remind attendees about only taking part in exercises they are comfortable with and fit to do so.



Defibrillator - It was agreed no training was needed on how to use the defibrillator as when 999 is called in an emergency the instructions will become clear.

Protocol for emergency evacuation at the Pavillion - In the event of a fire evacuation/emergency, one trustee will stand at each exit (where possible) to ensure all members and volunteers exit the building safely, trustees should leave once the hall is empty and take the register once everyone is assembled on the grass in front of the Pavillion.

Accident Book - Accidents should be recorded in the accident record book which is stored at the Pavillion, volunteers should inform trustees of any accidents immediately so the incident can be recorded in the book. Those people who give lifts should also inform a trustee if an accident/incident occurs when a lift is being given.

First Aid Box - all volunteers should be made aware that the Hub first aid box is stored at the Pavillion.

Emergency contact details - Hub trustees will endeavour to collect emergency contact details from all volunteers.

HemingfordHub has a legal duty of care to identify potential risks and hazards associated with all HemingfordHub and Hub Club activities. It is our legal duty to identify potential risks and hazards associated with our activities and take steps to mitigate and eliminate those risks. It is also a requirement of our insurance that we have risk assessed all our activities and made every effort to ensure our volunteers have read and understood the hazards and risks associated with our activities and their role as a volunteer. As such please read and sign this risk assessment to show you understand your health and safety responsibilities.

HemingfordHub Trustees – April 2025

Volunteer Name.....

I have read and understand this Risk Assessment

Volunteer Signature..... Date.....

