CQ Risk Assessment Policy

Organisation name: Cambridge Quilters **Assessment carried out by: Marion Curtis**

Date of next review: June 2027 **Date: June 2026**

The following points apply to anyone who attends or takes part at Cambridge Quilters event e.g., in person meetings, workshops, exhibitions and virtual meetings. Our current venues are:

1. The Meadows Community Centre, 299 Arbury Rd, Arbury, Cambridge CB4 2JL
2. Grantchester Village Hall, Vicarage Drive, Grantchester, Cambridge CB3 9NG
3. The David Rayner Building, Scotsdale's Garden Centre, 120 Cambridge Road, Gt. Shelford, Cambridge CB22 5JT.
4. The Octagon, Bar Hill Church, Hanover Close, Bar Hill, CB23 8EH
5. Stow cum Quy Park CB25 9AJ

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Actions	Who needs to carry out the action?	When is the action needed by?	Done
Slips, trips and falls Doorways (rain or snow), spillages, stock on floor, uneven surface, trailing cables	Members and visitors may suffer sprains, fractures or bruising if they trip over objects, such as	Door mats at entrance in wet weather. Floor in good condition. Good lighting in all areas.	Members to keep an eye on the area around the doorways, kitchen and hatch. Any spillages in the kitchen/hatch area to be cleaned up promptly.	All members, particularly those using the kitchen and hatch areas.	From now on	

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	materials, or slip on spillages and fall.	Materials displayed on tables or raised areas	Cables should not cross the main footfall areas; if unavoidable, gaffer tape or rubber casings could be used over the cable			
Contact with bleach and other cleaning materials	Members cleaning the kitchen area or hall before or after a meeting	Sponges, brushes and strong rubber gloves are provided and used in the kitchen.	Antibacterial wipes and disposable gloves provided to clean surfaces in the hall.	Any members involved in cleaning activities	From now on	
Using a venue's kitchen facilities	Members at a meeting or workshop	The designated lead at a meeting or workshop is made aware of our Policy	The designated lead at a meeting or workshop will ensure no food preparation takes place. Only packed lunches or similar to be brought to a venue Facilities will be left in good order	All members using kitchen areas	From now on	

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Electrical Faulty building wiring, faulty electrical appliances.	Members and visitors could get electrical shocks or burns from faulty electrics, including portable electrical equipment – heaters, fans etc.	Members are encouraged to spot and report any defective plugs, discoloured sockets, damaged cable and on/off switches, and to take any defective equipment out of use. Members should use equipment provided by the hall where possible Members are offered low price PAT testing for their sewing machines and other related equipment at Friday meetings. This will be in alternate years	Members are responsible for any equipment used at venues and ensure that any portable appliances are safe and in good working order. e.g., PAT tested The Management of the Meadows Centre reserves the right to refuse the use of non-centre equipment if deemed to be unsafe.	All members bringing electrical equipment to use at a venue	From now on	

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		starting from February 2024.				
Fire Faulty electrics, arson.	If trapped, members could suffer from smoke inhalation/burns.	Fire risk assessment is done by those letting the premises we use	Members to be made aware of the procedures for evacuating the building. A list of attendees is kept and used as a checklist to ensure everyone is accounted for	The committee member responsible for the meeting	From now on	
Manual handling Unloading display items and materials from speakers' cars	Members may suffer strains from handling heavy/bulky objects.	Amounts lifted kept to manageable sizes.		The committee member responsible for the meeting	From now on	
Hot liquids	Members could suffer burns if hot drinks are spilt directly on them	Hot drinks are usually only drunk at the beginning of a meeting or during a lunchbreak at a workshop	Remind members to take care when carrying hot drinks	The committee member responsible for the meeting	From now on	

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Specialist craft equipment e.g., rotary cutters, irons, soldering irons, dyes and other chemicals	Members could cut themselves on rotary cutters, burn themselves on irons or inhale noxious chemicals	Members will already be aware that the blades on rotary cutters should be retracted when not in use and that masks should be worn when using soldering irons or chemicals such as bleach	Remind members of safe practice, particularly before using soldering irons or chemical substances which are less frequently used.	The tutor conducting the workshop. If they fail to do this they should be prompted by the committee member responsible for the meeting	From now on	
Sharp objects left on floor	Members or those using a hall after our group could tread on needles or pins and suffer puncture wounds	Members take care when packing up to check that they have not dropped anything	Remind members to take care both to avoid dropping sharp objects whilst working and to check the floor at the end of the session	The committee member responsible for the meeting	From now on	

Distractions at virtual events	Participants at a virtual event may be tempted to carry on sewing, cutting or ironing during demonstrations, leading to injuries such as sewing over a finger	The tutor conducting the workshop will set out a timetable for the day, making a distinction between sewing time and demonstration time	Ask the tutor to remind participants to stop sewing whilst watching demonstrations	The event organiser should discuss this with the tutor before the workshop	From now on	
Security at virtual events	There may be attempts by outsiders to gain unauthorised access to a virtual event	A waiting room is used on Zoom events so that only members or paying visitors are admitted	Ensure the meeting organiser has a current membership list. Ask members to ensure they use recognisable names e.g. not iPad3	The treasurer will supply the most recent list of members 24 hours before the event	From now on	
Invasion of members' privacy	Photos could be taken and used without permission	The tutor conducting a workshop will ask for permission to use photos at the start of the workshop	Ask the tutor if they wish to take photos and remind them if they do not ask permission	The event organiser should discuss this with the tutor before the workshop	From now on	
Exceptional circumstances e.g. a global pandemic	Members may e.g. contract a dangerous virus during a meeting	The current national guidance will be followed in addition to the guidelines for individual venues	Ensure guidelines are followed, both outside and inside the building	The committee member responsible for the meeting	From now on	

Outdoor Events Trips and slips, falls, minor injuries	Members setting up and breaking down at the outdoor event.	Members briefed beforehand/awareness raised	Inspect site beforehand, avoid uneven ground where possible, keep bags and equipment tidy, use cable covers if using power.	The committee member responsible for the event	For the duration of the event	
Weather (sun, heat)	Members	Sunburn, dehydration, heat exhaustion	Encourage hats and sunscreen, provide water, arrange shade if possible.	The committee member responsible for the event	For the duration of the event	
Weather (rain, wind)	Members	Slips, damaged equipment, cold	Monitor forecast, have shelter available, cancel if conditions become unsafe, secure lightweight items.	The committee member responsible for the event	For the duration of the event	
Demonstrations Hand work	Members	Cuts or puncture wounds	Use pin cushions and needle cases, keep sharp tools supervised, provide a sharps container for broken needles.	The committee member responsible for the event	For the duration of the event	
Machine sewing	Members	Finger injuries, electrical hazards	Only use PAT-tested equipment, inspect cables, keep leads tidy and protected, avoid use in wet conditions.	The committee member responsible for the event	For the duration of the event	

Manual handling	Members	Strains from moving tables and equipment	Use team lifting where needed and avoid lifting heavy items alone.	The committee member responsible for the event	For the duration of the event	
Allergies and medical conditions Minor first aid	Members	Allergic reactions or illness Minor injuries or illness	Ask members to inform the leader of relevant conditions and know how to contact emergency services if needed. Have a basic first-aid kit and identify the nearest emergency access point.	The committee member responsible for the event who has medical training	For the duration of the event	
Emergency situations	Members	Serious injury or evacuation issues	With reference to the main event organisers own Policy, know the site address and have mobile phones available for emergencies.	The committee member responsible for the event	For the duration of the event	

The above is to be read with reference to the Risk Assessment document provided by the main Event organisers.