

Group Risk Assessment– TSSF

Template activity risk assessment for:

1. Area meetings
2. Local group meetings
3. Retreats

Location: (Homes / Church buildings / Retreat centre)

Leader responsible: (Area Minister / Local Convenor / Retreat Secretary / Formation Guardian)

Date written: _____ Date to be reviewed: _____



Hazard	Who might be harmed and how?	Current Controls	Further Action Needed	Responsible Person	Timescale	Completed
Trips, slips or falls	Anyone, especially those with mobility issues.	Walk around building to assess risks. Clean and dry spillages. Arrange tables/chairs safely.	Avoid areas where risks cannot be eliminated.	Area Team / Leader	Ongoing	
Injury while assisting someone (moving equipment, transport, etc.)	Person helping or the person being helped.	Ensure another person is present. Be clear about limits. Assess equipment/ vehicle/ weather. Consider carer/family support.	Ongoing review by leader/team.	Person offering help with Area Team support	As needed	

Upset caused by sensitive topics (trauma-related)	Those with lived experience of trauma.	Clearly explain topics. Offer guidance if upset. Tailor support. Safeguarding training for roles. Info given to all members.	Continue raising safeguarding awareness within the Order.	Leader / Safeguarding Team	Ongoing	
Financial exclusion (unable to afford trip)	Those with limited financial resources.	Funds can be accessed through the Order, though financial disclosure may be required.	Consider equitable and sensitive handling of financial support.	Area Minister / Local Convenor	Ongoing	
One person dominating or upsetting others	Group members may feel excluded or unable to contribute.	Establish clear ground rules. Chair/leader to manage discussions. Provide pastoral support. Escalation process in place.	Reinforce group facilitation skills with leaders.	Chair / Leader	Ongoing	
Abuse occurring	Anyone, particularly adults with vulnerabilities.	Safe recruitment. Safeguarding training. Clear reporting process. Info provided to members.	Continuous safeguarding awareness.	Safeguarding Lead / Leaders	Ongoing	

Blurring of roles (informal caring responsibilities)	Person caring or being cared for.	Refer to one-to-one risk assessment. Provide info on how to raise concerns.	Monitor situations where caring roles emerge.	Leader / Area Team	Ongoing	
Inappropriate sharing of safeguarding information	Whole group.	Safe recruitment and safeguarding training. Clear communication on reporting.	Regular safeguarding refreshers.	Safeguarding Lead	Ongoing	
Kitchen hazards	Injuries from sharp objects, hot food, boiling water.	Ensure awareness of first aid kit location. Check kit is stocked.	Regular kit checks.	Leader / First Aid Coordinator	Ongoing	
Serving food	Risk of food poisoning, scalding, allergies.	External venues responsible for hygiene. Internal events – group provides safe refreshments. Allergies disclosed to leader, plan in place.	Allergy management protocol.	Leader / Catering Volunteer	Event-based	
Safeguarding disclosures from adults	Adult may feel dismissed or further harmed if not supported.	Relevant training undertaken. Clear referral pathways.	Ongoing safeguarding training and supervision.	Safeguarding Lead	Ongoing	
Vulnerable adults attending	Increased risk of abuse.	Safe recruitment. DBS checks. Safeguarding training.	Ongoing monitoring.	Safeguarding Lead	Ongoing	

		Clear process for concerns.				
Disputes or aggressive behaviour	Adults may be harmed by others attending.	Risk assessment shared with leaders. Charter shared with each area.	Leaders to remain vigilant and apply escalation process.	Area Minister / Convenor	Ongoing	