

RISK ASSESSMENT

Organisation:	Reverts Together
Status:	Unincorporated not-for-profit association
Activity:	Monthly revert/convert community and educational gathering
Venue:	Mosque Hall
Frequency:	One evening every month (6pm – 10:15pm)
Max attendance:	60 persons
Assessment date:	20 th August 2026
Review date:	20 th August 2027
Event Leads:	Salvatore Bahrami & Lumi Bajrami
Safeguarding Leads:	Salvatore Bahrami & Lumi Bajrami

1. Purpose and nature of the event

Reverts Together organises informal monthly gatherings intended primarily to support people who have recently embraced Islam or who are exploring the Islamic faith.

The gatherings are intended to:

- strengthen faith & confidence in Islam through the provision of essential Islamic knowledge;
- develop a positive and supportive community through social interaction.

A typical gathering will last approximately 3-4 hours and may include several short talks, presentations, announcements, informal discussion and the provision of food and refreshments.

The event is open to attendees of any age, although children under 16 must be accompanied by an adult and will be under their supervision.

Men and women will attend the same hall, with seating arranged in a segregated manner consistent with the organisers' Islamic principles and the Mosque's requirements.

2. Persons who may be affected

This risk assessment considers risks to:

- attendees;
- children and young people;
- parents and carers;
- Reverts Together volunteers;
- speakers;
- Mosque staff, trustees and volunteers;
- people with disabilities or additional access requirements;
- visitors and members of the public using adjoining areas; and
- contractors or service providers working at the Mosque.

3. Risk assessment

3.1 Fire and emergency evacuation

Who might be harmed:

Everyone attending or working at the event.

Control measures:

- Reverts Together will comply with the Mosque's fire safety procedures and evacuation instructions.
- Before the first event, the Event Leads will familiarise themselves with the location of fire exits, the fire alarm, fire-fighting equipment and the assembly point.
- Fire exits, escape routes and fire doors will remain unobstructed at all times.
- Tables, chairs, food, personal belongings and other items will not be placed in escape routes.
- The maximum permitted occupancy of the hall will not be exceeded.
- In the event of an emergency, attendees will be directed to leave the building in accordance with the Mosque's procedures.
- The Event Leads and volunteers will follow instructions from Mosque representatives and emergency services.

Responsible: Event Leads / Mosque

3.2 Overcrowding

Who might be harmed:

Everyone attending the event.

Control measures:

- The agreed maximum capacity of the hall will not be exceeded.
- Seating will be arranged before attendees enter the hall.
- Attendance will be monitored where necessary and pre-registration will be encouraged.
- If the hall reaches its permitted capacity, further admission will be stopped until it is safe to admit additional people.
- The layout will maintain clear routes to exits and other facilities.

Responsible: Event Leads

3.3 Slips, trips and falls

Who might be harmed:

Everyone attending the event, particularly children, elderly attendees and people with mobility difficulties.

Control measures:

- The hall will be inspected before attendees arrive.
- Walkways, entrances and emergency exits will be kept clear.
- Bags, coats and personal belongings should be stored safely and not left in walkways.
- Any spillages will be dealt with promptly.
- Cables will be avoided where possible and securely positioned where their use is unavoidable.
- Any hazards identified during the event will be dealt with promptly or reported to the Mosque.

Responsible: Event Leads / Event Volunteers

3.4 Seating and furniture

Who might be harmed:

Everyone attending the event.

Control measures:

- Tables and chairs will be positioned securely.
- Furniture will not obstruct fire exits, emergency equipment or access routes.
- Sufficient space will be maintained for wheelchair users and people with mobility difficulties where required.

Responsible: Event Leads / Event Volunteers

3.5 Children and young people

Who might be harmed:

Children and young people attending the event.

Control measures:

- Children under 16 must be accompanied by a responsible adult.
- Parents and carers remain responsible for supervising children accompanying them even where informal childcare is provided by Reverts Together volunteers.
- Where informal childcare is provided this must be in a public space in which parents can walk in and observe at any time.
- Any safeguarding concern will be reported promptly to the designated Safeguarding Leads.
- Reverts Together will consider whether any volunteer role constitutes regulated activity with children and will obtain any DBS checks required by applicable law.

Responsible: Parents/Carers / Safeguarding Leads / Event Leads

3.6 Safeguarding concerns involving children or vulnerable people

Who might be harmed:

Children, young people and vulnerable adults.

Control measures:

- Reverts Together will appoint designated Safeguarding Leads.
- Volunteers will be made aware of how to report a safeguarding concern.
- Volunteers will not attempt to investigate safeguarding concerns themselves.
- Concerns will be recorded and dealt with appropriately.
- Reverts Together will cooperate with the Mosque where a safeguarding concern also relates to the Mosque, its premises or its personnel.
- Confidential information concerning safeguarding matters will only be shared where appropriate and necessary.

Responsible: Safeguarding Leads

3.7 Inappropriate behaviour, harassment or conflict

Who might be harmed:

Attendees, volunteers, speakers and Mosque personnel.

Control measures:

- Attendees will be expected to behave respectfully towards others.
- The Event Leads will intervene where behaviour is causing significant disruption or creating a safety or safeguarding concern.
- An attendee may be asked to leave where reasonably necessary for safety, safeguarding or serious disruption.
- If there is an immediate threat to safety, the appropriate emergency services will be contacted.
- Organisers will not unnecessarily put themselves at risk when dealing with aggressive behaviour.

Responsible: Event Leads

3.8 Medical emergency or illness

Who might be harmed:

Anyone attending the event.

Control measures:

- The Event Leads will know the location of the Mosque's first-aid equipment and relevant emergency facilities.
- The Mosque's emergency procedures will be followed.
- In a serious emergency, 999 will be called.

- Volunteers will not administer medication unless appropriately authorised and trained.
- Any significant incident will be reported to the Mosque's nominated contact.

Responsible: Event Leads / Mosque

3.9 Accessibility and mobility difficulties

Who might be harmed:

Disabled attendees, elderly attendees and people with mobility difficulties.

Control measures:

- The organisers will use the Mosque's designated accessible entrances and facilities.
- Seating arrangements will allow reasonable access for wheelchair users and people with mobility difficulties.
- Emergency routes will remain accessible.
- Where an attendee requires assistance during an emergency, the Event Leads will follow the Mosque's evacuation arrangements.
- The organisers will make reasonable adjustments to the event layout where required.

Responsible: Event Leads / Mosque

3.10 Food allergies and intolerances

Who might be harmed:

Attendees with food allergies or intolerances.

Control measures:

- Attendees with allergies will be encouraged to inform the organisers and to exercise appropriate caution.
- Food will be kept covered and handled appropriately.
- Where practical, different foods will be kept separate to reduce the risk of cross-contamination.

Responsible: Event Volunteers

3.11 Food hygiene and food poisoning

Who might be harmed:

Attendees and volunteers.

Control measures:

- Food will be obtained from reputable sources or prepared using appropriate food hygiene practices.
- Volunteers handling food will maintain good personal hygiene.

- Perishable food will not be left at unsafe temperatures for extended periods.
- Food will be appropriately covered and stored.
- Leftover food will be disposed of or stored safely.
- The organisers will comply with any reasonable food hygiene requirements imposed by the Mosque.
- No food will be cooked on site.

Responsible: Event Volunteers

3.12 Hot food and drinks

Who might be harmed:

Everyone attending, particularly children.

Control measures:

- Hot food and drinks will be handled carefully.
- Hot drinks will be placed in stable containers away from table edges where reasonably practicable.
- Spills will be dealt with promptly.

Responsible: Event Volunteers

3.13 Electrical equipment

Who might be harmed:

Attendees and volunteers.

Control measures:

- Only electrical equipment in good condition will be used.
- Equipment belonging to the Mosque will only be used with permission.
- Cables will not be left across walkways.
- Any unavoidable cables will be positioned and secured to minimise trip hazards.

Responsible: Event Volunteers

3.14 Manual handling

Who might be harmed:

Volunteers setting up or clearing away the event.

Control measures:

- Volunteers will take care when moving tables, chairs and other equipment.
- Heavy or awkward items will be moved by more than one person where necessary.
- Volunteers will use appropriate lifting techniques.

- Volunteers will ask for assistance rather than attempting to move an item that is too heavy or awkward.
- Equipment that volunteers are not authorised to move will be left in place.

Responsible: Event Volunteers

3.15 Unauthorised access to restricted areas

Who might be harmed:

Attendees and Mosque personnel.

Control measures:

- Reverts Together will use only the areas of the Mosque agreed for the event.
- Attendees will be directed to the appropriate toilets and other permitted facilities.
- Restricted areas will remain inaccessible to attendees where appropriate.
- Any security concern will be reported to the Mosque.

Responsible: Event Leads / Mosque

3.16 Loss or theft of personal belongings

Who might be harmed:

Attendees and volunteers.

Control measures:

- Attendees will be encouraged not to leave valuable belongings unattended.
- Reverts Together will not accept responsibility for lost or stolen personal belongings except where legally responsible.
- Lost property found during the event will be handed to the Event Leads or Mosque's nominated contact.

Responsible: Event Leads

3.17 Photography, filming and recording

Who might be harmed:

Attendees, particularly children and vulnerable individuals.

Control measures:

- Attendees' privacy will be respected.
- Organised photography or recording will be communicated to attendees where reasonably practicable.
- Particular care will be taken in relation to children.
- Children should not be deliberately photographed or recorded without appropriate consent.

- Attendees who do not wish to be photographed or recorded should be given a reasonable opportunity to make this known.
- Sensitive or private discussions should not be recorded without appropriate permission.

Responsible: Event Leads

3.18 Religious or interpersonal disagreement

Who might be harmed:

Attendees, speakers and volunteers.

Control measures:

- Talks will be prepared and delivered for the purpose of providing beneficial Islamic education and support.
- Speakers will be expected to communicate respectfully.
- Speakers will be vetted before the events to ensure they are suitable, tolerant and do not have links to extremism.
- Where an issue is outside the competence of Reverts Together, attendees may be directed towards an appropriate qualified person or organisation.

Responsible: Event Leads

3.19 Emergency services access

Who might be harmed:

Everyone attending the event.

Control measures:

- Emergency access routes will remain clear.
- Vehicles must not be parked in prohibited areas or in a manner that prevents emergency access.

Responsible: Mosque / Event Leads

3.20 Leaving the premises after the event

Who might be harmed:

Attendees, volunteers and Mosque personnel.

Control measures:

- The hall will be cleared and returned to the Mosque in accordance with the agreement between the parties.
- Volunteers will ensure that attendees are not unnecessarily delayed in the hall after the event.

- The hall will be checked before the organisers leave.
- Doors, windows, lighting and equipment will be dealt with in accordance with the Mosque's instructions.
- Any remaining issue will be reported to the Mosque's nominated contact.

Responsible: Event Leads / Event Volunteers

3.21 Insurance and uninsured liability

Who might be harmed:

Attendees, volunteers, Reverts Together and the Mosque.

Control measures:

- Reverts Together is a small volunteer-led not-for-profit unincorporated association and currently does not maintain separate public liability insurance. This position will be disclosed to the Mosque before the arrangement begins.
- Reverts Together will not represent that it is insured unless separate insurance has actually been obtained.
- The absence of insurance does not remove the responsibility of Reverts Together or its volunteers to take reasonable precautions.
- The insurance position will be reviewed if the scale or nature of the events changes materially.

Responsible: Reverts Together Committee / Mosque

Reverts Together Event and Safeguarding Leads:

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Prepared by: Hussein Jajbhay

Signed: 

Position: Trustee

Date: 20th August 2026

Note: Acknowledgement by the Mosque confirms that the document has been received and discussed. It does not replace the Mosque's own premises risk assessments, fire risk assessment, safeguarding arrangements, insurance requirements or other legal responsibilities.