

## Risk Assessment – *Title of activity*

Venue & Room No:		Assessor:		
Activity	What hazards have you identified?	Who might be harmed?	Risk rating H/M/L	How will you manage the risk?
Arrival	Car parking – adequate lighting in car park (if dark / evening meeting)	All personnel attending		Adequate lighting.  Entry door clearly visible from car park
Building / Meeting Room	<p>Internal doors not to be propped open</p> <p>Entrance doors monitored for disabled access</p> <p>Emergency exits clearly marked and free from obstruction</p> <p>Adequate number of chairs and tables of correct height to ensure comfort of participants</p> <p>Heating level is adequate for the size of room. Good ventilation.</p> <p>Check electrical equipment</p>	All personnel attending		<p>Person in charge of meeting to check that internal doors remain closed and to be familiar with emergency exits and emergency escape procedures. Entrance doors to be monitored for disabled access.</p> <p>Bolt on Emergency Exit from CB Hall to be left open during session/meeting</p> <p>Broken chairs not to be used. Chairs to be stacked in accordance with advisory notices.</p> <p>Person responsible for organising the meeting to check with venue/caretaker</p> <p>Plastic cable protectors over loose wires. Any electrical equipment brought in to be PAT tested.</p>
Activity	Is the room suitable for the activity (e.g. flooring surface, equipment, space)?	Members, guests		Change layout of room, check activity equipment. [A separate Risk Assessment for the activity might be required.] Identified trip hazards appropriately signed. [N.B. Maximum permissible height of a bouncy castle is 2.4m]

<b>Catering</b>	<p>Electrical goods in kitchen e.g. kettles, working properly.</p> <p>All food, if provided, properly prepared. [N.B. No cooking facilities are available]</p> <p>Hot food, sharp knives, carrying hot drinks, spillages</p>	All personnel involved with catering arrangements		<p>Information of latest PAT test clearly displayed on all electrical equipment</p> <p>Persons serving food to wash hands before handling food, and hold appropriate food hygiene certificates</p> <p>Lead person to ensure children do not enter the kitchen and that personnel clear up spillages and store knives appropriately</p>
<b>First Aid</b>	Does the activity incur a likelihood of injury?	All personnel attending, but lead person is to be clearly identified as per the booking policy		Ensure first aid box and accident book are available
<b>Departure</b>	<p>Building is secured following departure</p> <p>Visual assessment of venue to ensure no damage done, or to record if damage has occurred</p>	Person responsible for the meeting		<p>Liaise with venue owner/caretaker</p> <p>Record will be required if damage is done and an insurance claim arises</p>

**Please remember this is just an example of the sort of things to consider and should be used as a guide.**