

Castle Bromwich u3a - RISK ASSESSMENT SHEET

Form No.- CB RA 2

| Location or Venue Aylesford Hall Shard End Art & Craft Circle | | Date 10/10/2022 Revised 24/11/2023 | Sheet Ref No. 1 | Group & CBU3A Meetings | | | RISK ASSESSMENT | | |
|---|--|--|---|---------------------------|---|----------------|-----------------|--|--|
| CHECKLIST REFERENCE NUMBER | Hazard and Likely Outcome | Affected Persons i.e. Members Group Public Use G or P | DESCRIPTION OF CONTROL MEASURES (Note ERICPD!) | P | S | Risk Rating | | | |
| 1 | Fire | M G & P | Aylesford Hall Fire procedure – Exit via rear hall fire exit (under review) & main entrance fire exit – Group Leaders to ensure hall is evacuated – Assemble on the grass area adjacent to the front park car park – Group Leader to take the register | 2 | 3 | 5 | | | |
| 2 | Violence/Disturbance | M G & P | Most likely from intruders during meeting. Hall staff on call, If necessary, contact the police. Keep doors closed but not locked | 2 | 2 | 4 | | | |
| 3 | Slips – Trips & Falls Fall from height – Stage Area | M G & P | Keep walkways and aisles between chairs clear of obstructions, ensure display boards and materials are secure and stable. Ensure walkways are suitable for wheelchairs. Only Access and Exit the Stage from the front or righthand side. Keep at least half a metre from the stage edge during work or performances on stage. | 3 | 2 | 5 | | | |
| 4 | Accident and Injury | M G & P | First Aid kit available in the kitchen, rest areas to be available for walking casualty. Casualties incapacitated to be made comfortable and left in situ with attendance. Emergency services to be called as required. | 2 | 3 | 5 | | | |
| 5 | Electrical Safety | M-G-P | All CBU3A and Aylesford Hall electrical equipment to be inspected and tested and compliant to the Electricity at Work Act. Equipment suitably labelled. Only designated CBu3a members to use Aylesford Hall our equipment. | 2 | 2 | 4 | | | |

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|---|--|-------|---|---|---|---|
| 6 | Kitchen – Note: For the BSL Group, only drinks, biscuits or cakes to be prepared in the kitchen. | M-G-P | <p>All users of the kitchen shall take care of their own safety and shall do nothing to compromise the safety of others. No more than three people to be in the kitchen preparing the drinks and snacks. One electric kettle is available for hot water, take care not to over fill, any spillage; particularly near to the supply bases for the kettle must be cleared up <u>before</u> turning on the power to the kettle. If the kettle boils over on to the work surface, isolate the power before cleaning up the spillage. Clean up any floor spills and dispose of paper towels (if used) in the waste bin in the kitchen. Avoid overstretching when reaching for cups and saucers. Only one person to make the drinks. Drinks and snacks to be served through the hatch into the meeting room. All cups to be collected and washed up and replaced in their respective cupboard space. During the washing up, do not overfill the sink and be aware of the water temperature to avoid scalding.</p> | 2 | 3 | 5 |
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NOTES ON USE:-

Control Measures Hierarchy

Eliminate, Reduce, Isolate, Control, PPE, Discipline

1. Identify all significant or potentially significant hazards associated with item or activity
2. Apply control hierarchy
3. Assign probability (P) of harm occurring (1 to 4)
4. Assign likely severity (S) of harm (1 to 4)
5. Identify Risk Rating from matrix opposite
6. Identify any significant information that needs to be passed on and recorded

Signed

| | 1. Negligible | 2. Minor | 3. Major / Severe | 4. Extreme |
|----------------------|---------------|----------|-------------------|------------|
| Severity → | | | | |
| ↓ Probability | | | • | |
| 1. Improbable | | | | |
| 2. Remote | | | • | |
| 3. Possible | | | | |
| 4. Probable | | | | |