**Avoiding Accidents and Running Safe Activities and Events**

**You should complete a risk assessment form example overleaf) for your meeting venue and review it regularly. Once every 6 months is a good guide.**

**What is the Hazard?**

Think about the physical environment, the activities that take place, the equipment used and the different types of possible accidents.

**The physical environment might include:**

* Roads
* Car park area
* Steps and stairs
* Uneven surfaces
* Windows, balconies and landings
* Gates and doors, walls and fences
* Cupboards that are too high to reach or that are very low
* Hazardous litter
* Seasonal changes to the physical environment e.g. snow and ice, water, dark nights

**Equipment might include:**

* Children’s large play or climbing equipment
* Office equipment
* Electrical equipment
* Sharp objects
* Cooking and cleaning equipment and substances

**Possible types of accident could include:**

* Slips, trips or falls
* Traffic accidents
* Electric shocks
* Burns and scalds
* Fire

**Who might be Harmed?**

Think about the people who use the venue. They might include adults, small children, teenagers and people with disabilities. The risks will be different for different groups. Think about how people of different sizes, mobility or level of understanding may be affected differently by the potential hazards in the environment.

**What is already being done?**

It is worth thinking about all the things you are already doing to make the venue safer. This might include4 physical things like lighting or notices, or it could be procedures and training for staff.

**What further Action is needed?**

List the things that you are not already doing but that you are going to do to manage the risk effectively.

**Who is responsible for Taking Action and by when?**

Write the name of the person responsible and his/her position. Then insert a realistic date for completing the things that need to be done.

**Use the tick, sign and date when completed** column to record the progress you have made. You need to bear in mind that all risks may not be able to be solved but should be managed to minimise any danger. When you review again in 6 months or sooner you can use this to assess progress made and to see if any of the issues highlighted had indeed posed a risk.

**Risk Assessment Form**

|  |  |
| --- | --- |
| **Name of Group:** |  |
| **Venue:** |  |
| **Date of Activity or Frequency (e.g. weekly during term time):** |  |
| **Assessment Carried out by:** |  |

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| **What is the hazard?** | **Who might be harmed?** | **What is already being done?** | **What further action is needed?** | **Who is responsible for taking action and by when?** | **Tick, sign and date when completed** |
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