

## Risk Assessment - [name of club]

- Identifying what activity or situations might cause a risk
- Think about who could be at risk
- Decide how likely it is
- Put measures in place to eliminate or reduce the risk, if possible



<b>Name of club</b>	<b>Assessment undertaken by</b>
<b>Meeting venue:</b>	<b>Area of the building assessed:</b>  Whole building including entrance, toilets/cloakrooms, main hall & kitchen
<b>Postcode:</b>	
<b>Date of Initial Assessment:</b>	<b>Assessment review date:</b>

### Likelihood

- 1 = Low (seldom)
- 2 = Medium (frequently)
- 3 = High (certain or near certain)

### Severity

- 1 = Low (minor cuts/bruises)
- 2 = Medium (serious injury/incapacitated for >3 days)
- 3 = High (fatality or number of persons being seriously injured)

### Risk Rating

- 1-2 = Low priority
- 3-4 = Medium priority
- 5-6 = High priority

Hazards/Risks	Persons affected	Likelihood	Severity	Risk Rating	Measures to be implemented to reduce risk	What needs to be done and by whom?
(Example: Entrance hall slippery in wet conditions)	All	1	1-2	3-4	'Slippery' notice displayed at entrance	Notice placed at entrance by one of the committee on arrival on occasions when it is wet
(Example: Trip hazard on steps into main hall)	All	1	1-2	1-2		
(Example: Falls, trips or other injury while setting up display tables, staging etc)	Committee	1	1-2	3-4	Ensure that there are sufficient people to carry heavier items to avoid strains or pulled muscles	
(Example: Burns /scalds serving refreshments)	Persons serving ? All?	1	1	3-4		

Suggested way forward:

- The club committee or a small group from the committee discuss the possible hazards and risks that may present themselves at a club meeting.
- Mentally walk through the event from entering the building to members leaving at the end of the evening.
- List all the hazards/risks: for example.....
  - Are there steps into the venue?
  - Is there a likelihood of slippery surfaces en route to the meeting room?
  - Are there trip hazards in the meeting room? (e.g when members circulate after a demonstration to view/take photos of the exhibits)
  - If members leave the room to visit the cloakrooms, what, if any, hazards may they encounter?
- Once list of hazards/ risks identified, discuss the likelihood of the risk happening, the severity of the consequence of a member being affected and the priority the club would give to that risk.
- Document all this information on the risk assessment template. Date it and decide on the review date.