CIRENCESTER AND STROUD BRANCH - RISK ASSESSMENT

LOCATION:	Cam Council Offices, Cam
PURPOSE:	Monthly Members Meetings with speakers & activities
ASSESSMENT DATE:	06/11/2023
ASSESSED BY:	Kevin Young
RENEWAL DATE:	06/11/2024

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Hazards What are the hazards?	**Effects** What might happen because of this hazard?	**Mitigations** How have you reduced the risk already?	**Likelihood of risk occurring after mitigations** (1=low, 2=medium, 3=high)	**The impact of the risk after mitigations** (1=low, 2=medium, 3=high)	**Total Risk Score**
Physical hazards are relatively easy to spot but some other kinds need to be thought about.	The possible effects of any hazard can vary. You may therefore want to think of a range of effects for certain hazards.	Consider what can be done to minimise the risks.	How likely is it that the effect will happen?	How bad would the effect be if it happened?	
Unloading the car	*People may hurt their back carrying heavy equipment or resources long distances*	*Instruct the person that needs to unload to park near the door while doing so and move the car afterwards. Pack the resources into smaller, more manageable boxes. Members & their carers know how to unload their own personal items.*	1	1	1
Potholes in car park or poor car parking facility.	*Someone might fall over or too far to walk.*	*Let people know that the car park ground is uneven beforehand and it's location.*	2	1	2
No disabled access to venue	*Difficult to get wheelchairs in, could cause problems for the person pushing and the person in the wheelchair*	*Agreed with the venue that they will provide a disabled ramp and support people getting wheelchairs up it*	1	1	1
Fire doors need to be easily accessed and marked clearly	*If they are obstructed or not clear and there is a fire, people may get stuck in the venue*	*Ensure that fire doors are free of obstructions on arrival. Make sure that everyone knows where the exits are in case of a fire*	1	1	1
Fire Extinguishers	*There may not be any in case of emergency*	*Ensure that there are extinguishers fitted and that they are maintained and suitably located and responsible person from location is aware of our meeting.*	1	1	1
Slips, trips and falls in the venue	*Minor injuries to broken bones*	*Make sure that the floor is clear and any hazards are identified.*	1	1	1
Serving teas and coffees	*People may get scalded*	*Committee Volunteers will be on hand to carry cups to tables.*	1	1	1
Serving teas and coffees	*People may catch COVID-19*	*Only have one person in the kitchen responsible for refreshments. Ensure they wash their hands regularly, wear a mask if required and avoid touching their face.*	1	1	1
Raffle	*Money may get taken or lost*	*Ensure that there is Committee Volunteer with the money at all times and a locked tin is used. Make sure that the person transporting the money can do so in a safe way e.g. not using public transport*	1	1	1
People sitting too close together	*People may catch COVID-19*	*Ensure that tables are spaced out and there aren't too many chairs at each table. Encourage people to only sit in their household. Make sure people have to book so the room isn't over capacity.*	1	1	1
Speaker using a projector	*The projector may catch fire*	*Ensure that there are no papers around the projector that may cause it to overheat*	1	1	1
Moving tables and chairs	*People may strain themselves with heavy lifting*	*Make sure that there is sufficient equipment to move tables and chairs and people know how to do so safely*	1	1	1
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