| **HAZARD - include any which apply** | **PROBABILITY Delete as appropriate** | **TYPICAL OUTCOME IF NOT CONTROLLED** | **SAFETY MEASURES - include any which apply** |
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| Fire. | High  Medium  Low  Very low | Potential for burns and breathing difficulties. | Attendees will be advised of the location of the Fire Assembly Point (insert location), the emergency exits and fire extinguishers and fire blankets, as set out in the attached plan (obtain from the venue manager - an example from St John’s Church Hall is attached). |
| Cars, in the road/car park adjacent to the building where many attendees park. Some drivers not focused on pedestrian movements around them. | High  Medium  Low  Very low | Possible vehicle-pedestrian conflict. | Attendees will be advised to take care.  An emergency telephone landline, to call for help if required, is located at XXXXXXXX.  The first aid box and accident book are located in XXXXX.  Incident and accident report forms are located in XXXXX. |
| Manual handling | High  Medium  Low  Very low | Musculoskeletal injuries such as back injury. | Manual handling will be avoided where possible.  Only designated volunteers, briefed on safe techniques, will undertake any unavoidable manual handling required.  Group members be advised to avoid moving furniture and equipment |
| Tripping hazards, for example steps and stairs, at the thresholds between some of the rooms in the building, etc. | High  Medium  Low  Very low | Trips and falls. Potential for muscle tears and possible breaks. | Attendees will be advised to enter and leave the building only by the front door/foyer and to access no other part of the building, apart from the toilets if required.  Attendees will also be reminded to take care when moving about the building.  An emergency telephone landline, to call for help if required, is located at XXXX.  The first aid box and accident book are located in XXXX.  Incident and accident report forms are located in XXXX. |
| Hot drinks. | High  Medium  Low  Very low | Spillages.  Potential for minor burns. | Attendees will be advised to take care when making or collecting hot drinks …..  An emergency telephone landline, to call for help if required, is located at XXXX.  The first aid box and accident book are located in XXXX.  Incident and accident report forms are located in XXXX. |
| Reasonably heavy door on entrance to the building, and at the entrance to some rooms.  [Accessibility may create specific risks for group members with mobility issues - for example, a lack of hand rails on steps or ramps. These specific risks need to be listed and appropriate safety measures implemented.] | High  Medium  Low  Very low | Finger entrapments. | Attendees will be advised to enter and leave the building only by the front door/foyer and to access no other part of the building, apart from the toilets if required.  Attendees will also be reminded to take care when moving about the building.  An emergency telephone landline, to call for help if required, is located at XXXX.  The first aid box and accident book are located in XXXX.  Incident and accident report forms are located in XXXX. |
| Inclement weather affecting ease of access to the building. | High  Medium  Low  Very low | Slips and falls. Potential for muscle tears and possible breaks. | Attendees will be advised prior to the meeting to take special care in travelling to and entering the building if bad weather is forecast.  In the case of extreme weather conditions meetings will be called off and attendees advised not to attend. |
| Electrical equipment and trailing electrical cables. | High  Medium  Low  Very low | Trips and falls. Potential for muscle tears and possible breaks.  Danger of electrocution. | Designated volunteer(s) only will set up any electrical equipment needed for the activity.  All electrical equipment is PAT tested.  Chairs and tables will be used to create a barrier to discourage group members from approaching the equipment and chairs (and tables where appropriate) will be placed over trailing cables.  Attendees will be advised to take care on entry to the XXXXX (room where the meeting is held).  An emergency telephone landline, to call for help if required, is located at XXXX.  The first aid box and accident book are located in XXXX.  Incident and accident report forms are located in XXXX. |
| Activity-related hazards:   * Dancing * Sports   [General hazards associated with the activity should be listed here, together with any specific hazards relating to the activity: at THIS venue; and for specific group members.] | High  Medium  Low  Very low | Slips and trips  Sporting injuries | Attendees will be reminded to take care.  An emergency telephone landline, to call for help if required, is located at XXXX.  The first aid box and accident book are located in XXXX.  Incident and accident report forms are located in XXXX.  [Special measures may be required for group members with a health or other specific condition.] |

