

Spalding and District u3a – Risk Assessment form.

Activity - Monthly Meeting

Date completed:

Activity Risk	Hazard and who exposed	Controls in place	Likelihood	Severity
Emptying hot water urn after use	Splashing those helping in the kitchen with boiling water when emptying urn.	Use jug to empty the urn and tipping contents into the sink – notice to that effect on the urn.	3	3
Water spillages from above	Spillage causing slips/falls for those helping in the kitchen.	Use available cloths or kitchen towel to promptly mop the floor. Kitchen towel purchased for sole u3a use.	3	2
Stacking chairs	Chairs stack too high and collapses injuring members.	Verbal guidance to members at the beginning of each meeting to ensure the hall trustee guidance is followed to stack no more than 10 high. No member to use the chair or table stacking trolleys.	2	2
Stacking chairs	Chairs stacked incorrectly so tip and injure members.	Verbal guidance at the beginning of each meeting to ensure each of the two chair types are stacked separately. Colour diagram in cupboard showing this. Chairs laid out for the meeting so that like with like in the rows.	2	2
Cables to audio visual equipment	Trip hazard for members.	Cables to be kept along the back wall and chair or heavy rubber strip to be placed across the cable where this not possible.	1	1
Fire from faulty hall heaters	Hall heaters catching fire affecting attendees in the hall.	Written evacuation procedures agreed by the committee. Committee members will be proactive in evacuating the hall and chair or	1	3

		<p>another committee member will phone 999. The post code is PE11 4BW.</p> <p>Instruction on fire evacuation procedures given at the start of each meeting.</p>		
Fire from faulty kitchen appliances – kettle/urn	Appliances catch fire affecting the adjacent hall.	<p>Kitchen area is visible from the main hall.</p> <p>Committee members will be proactive in evacuating the hall and the chair will phone 999.</p> <p>Instruction on fire evacuation procedure given at start of the meeting.</p>	1	3

Likelihood graded on scale 1-5. Grade 1 – least likely and Grade 5 most likely

Severity graded on scale 1-5. Grade 1 – least likely and Grade 5 most severe consequences.

Signed: