

Risk Assessment Form

Task/ Activity:	Games Club – Rickards Hall	Assessed by:	Caroline Leet
Date Assessed:	01 June 2022	Review Date:	01 June 2023
		Reference No.:	

Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Venue	Attendees to group Staff Volunteers visitors	<ul style="list-style-type: none"> Venue building has own risk assessment Room set up Tables and chairs check before use for any damage Ensure access points clear of hazards Floor surfaces clean and free from trip/slip hazards 	3	1	3	
Games – injury from broken bits, trips	Attendees to group Staff Volunteers visitors	<ul style="list-style-type: none"> Good condition if games / puzzles Stored/displayed safely Ensure appropriate use of equipment 	3	1	3	
Refreshments – burns from hot drinks. Food Poisoning	Attendees to group Staff Volunteers visitors	<ul style="list-style-type: none"> Hot drinks provided in appropriate cup / sleeve protectors for paper thermal cups Staff / volunteers prepare the refreshments Check food expiry dates First aid kit (on site) 	3	1	3	
Waste Handling	Office staff	<ul style="list-style-type: none"> Adequate suitable receptacles for waste provided – bins, waste bags, personal hygiene bins Rooms kept tidy; waste removed regularly Floors kept clear Trolley provided for moving bulkier items 	3	2	6	
Faulty electrical equipment	Office staff	<ul style="list-style-type: none"> Fixed electrical wiring test in date. Portable Appliance testing carried out at specified frequency. Users carry out pre-use checks. Council manage maintenance 	4	1	4	

Slip hazards	Staff/Volunteers/ visitors	<ul style="list-style-type: none"> • Spillages cleared immediately. • Salt grit provided in colder weather for outside area • Internal floors clear from trip/slip hazard • Floor coverings in good condition • Good internal and external lighting • Sufficient space between tables / games areas 	4	1	4	
Falling object hazards		<ul style="list-style-type: none"> • Items are stored securely. 	4	2	8	
Temperature control		<ul style="list-style-type: none"> • Temperature for Hall to be at suitable level - wall heaters for cooler months - windows/doors for ventilation warmer months • No smoking policy on premises 	3	1	3	
Sanitation/welfare arrangements	Staff/Volunteers/ visitors	<ul style="list-style-type: none"> • Toilet areas checked before event • Hot water, soap and means of hand drying (disposal hand towels) • Adequate water supply • Drinking water provided (bottled water protected from sunlight) • Fridge and freezer for food storage provided 	3	1	3	
Safeguarding	Staff/Volunteers/ visitors	<ul style="list-style-type: none"> • Safeguarding guidelines followed • Volunteers' policy • No one left on own • Group event • Demographic – assess the needs of participants • Event runs only when office is open and other personnel are around • Personal alarm in room • Falls – get medical attention • Threatening behaviour call 999 	3	3	9	

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so