

SAMPLE RISK ASSESSMENT FOR A CLUB NIGHT WORKSHOP

This is an example of the kind of risk assessment one might do – it is not conclusive as all club activities and venues present their own risks.

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| **Hazard** | **What could happen?** | **Action taken to minimise risk** |
| Getting and leaving venue  | Steps and ramps outside the venue are hard and people could be injured if they trip and fallEntry doors are heavy and can make it difficult to bring in equipment causing trips, and collisions | If members or visitors have difficulty with steps be ready to go out and assist them When it is dark, ensure outside lights are on at all time. As the maintenance of these is the responsibility of the venue, report any faults to the venue promptly. If they are not available on an occasion, find an alternative way to light the area – torches etcEnsure all volunteers know that they must keep steps and ramps clear of obstacles at all timesFirmly hold the door open while equipment is being brought in. If there is not a venue approved means to hold the door open, have a volunteer hold it. Instruct volunteers not to use a chair or similar bulky item to hold the door as this becomes a hazard which cannot be seen once hands are full. |
| Setting up and putting away tables and chairs  | Injuries from carrying too many chairs or carrying tables aloneTrestle tables have spring mechanisms and fingers can become trapped | Ensure volunteers only carry an appropriate number and that tables are carried between twoEnsure volunteers know how to operate the mechanism correctly |
| Refreshments | Faulty appliances can cause electrocution which can cause serious injury and deathKettle sides become very hot when water boiled – someone could touch and burn their handsHot water or tea/coffee being spilled which can cause scalding or be a slip hazard. | Advice volunteers using the kitchen to check for any exposed wires and burn marks on cables or plugs and not to use any appliance where such are notedThe kettle, which has a rubber handle, will only be used in the kitchen The kettle must not be carried from the kitchen when it is full of hot water Care should be taken when carrying hot drinksSpillages should be cleaned up promptly. Members and visitors should be kept away from area of spillage until it is cleaned up |
| Assisting teacher to unload and load car | Equipment may be heavy which can lead to injuryGlass containers may be dropped leading to cuts  | Ensure volunteers know to ask if an item is heavy before lifting and if appropriate carry between two peopleEnsure volunteers have dry hands and have strong hold in an appropriate place. If glass is broken it should be cleaned up promptly. Members and visitors should be kept away from area of broken glass until it is cleaned up |
| Sound system and/or floor-based lights | Electrical equipment can become faulty which can cause electrocution. | Ensure all appliances are owned by the club are checked at least once a year by a competent person. If using venue equipment check that there is an up-to-date certificate before using.Ensure electric cables are not trailing across walkways unless absolutely necessary. Cover with cable cover and remove as soon as possible |
| Workshop | Water spillage leading to slips and fallsPlant material left on the floor leading to slipsThe use of plant material which causes irritation or is poisonousUse of hot glue guns can cause burnsWorkboxes and other bags can be trip hazards | Have designated area for buckets containing plant material. Spillages should be cleaned up promptly. Members and visitors should be kept away from area of spillage until it is cleaned upEncourage tidy work stations and for rubbish to be put in sacksEnsure attendees are aware if any material is an irritant or is poisonous and ensure hand washing facilities are availableKeep a designated area for use of glue guns. Have a pot of cold water at the workstationEncourage members and visitors to keep workstations tidy |
| Fire | People becoming trapped during a fire, which can be fatal | Ensure volunteers are aware of the locations of fire alarms etc.Point out fire exits to visitors and ensure everyone knows the muster pointKeep a register or count of people attending on arrival and designate a volunteer to collect the register/count on leaving the building |