

## Risk Assessment – Chorley & District Natural History Society – Indoor Meetings

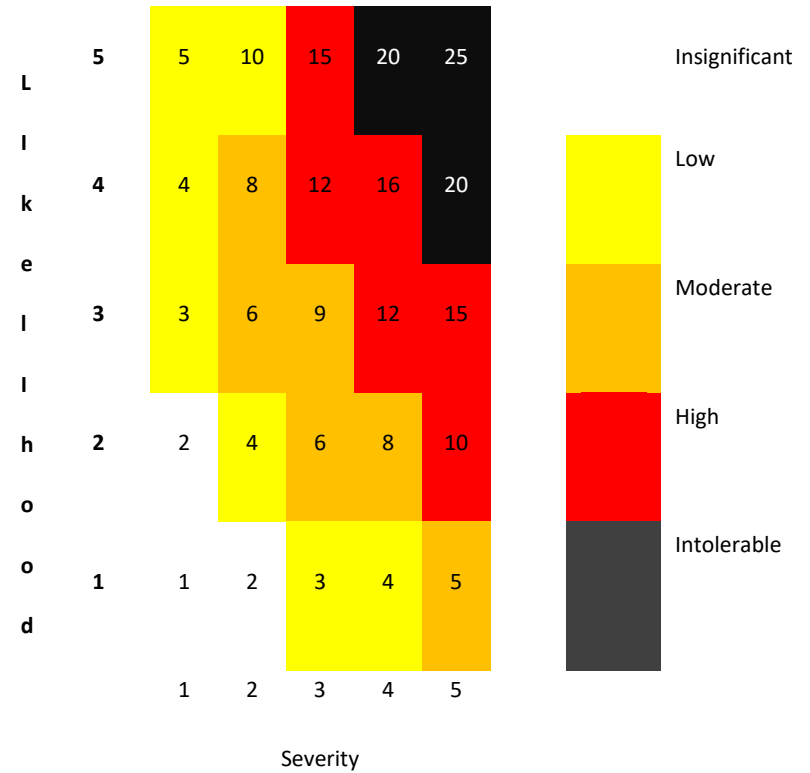
Person/s conducting risk assessment: Leonard Poxon

Date of assessment: 14.09.18

Date approved by committee:

Review Date: 14.09.19

1	Improbable	1	No or trivial injury/illness
2	Unlikely	2	Minor Injury/Illness
3	Possible	3	3+ Days Lost Time Injury/Illness
4	Likely	4	Major Injury/Severe Incapacity
5	Almost Certain	5	Death(s)



Hazard/ Task/ Activity	Type of Harm	Who might be harmed	Pre- Control Risk Rating	Existing Controls	Additional Controls/ Comment	Post- Control Risk Rating
Parking cars, getting out at meeting venue	Slips, Trips & falls, leading to serious injury	Members, Visitors	8	Members used to taking care.	Park in car park next to the venue	4
Manual handling - Moving furniture & IT equipment including large screens	Slips, Trips, falls, muscle strains & back injury leading to serious injury or time lost off work	Members, Visitors	12	Members used to taking care and/or have had training. First aid kit and mobile phone available in venue	Assess route to be used. For heavy or bulky loads use two or more people.	8
Use of electrical equipment	Contact with electricity leading to serious injury, death	Members, Visitors	15	All electrical equipment to be PAT tested. Members used to taking care. First aid kit and mobile phones available in venue	Caution members & visitors to only use PAT tested equipment.	8
Use of electrical equipment – trailing leads	Slips, trips and falls leading to slight or serious injury	Members, Visitors	9	Cover strips to be used when available for where Members/visitors have to step over leads. First aid kit and mobile phones available in venue	Advise members and visitors about risks of uncovered trailing leads.	6
Use of high temperature equipment producing steam or boiling water (e.g. Urns or kettles)	Burns or scalds leading to serious injury	Members, Visitors	12	Members used to taking care. First aid kit and mobile phones available in venue		8
Making, moving or drinking hot beverages	Burns or scalds leading to minor injury or time lost from work	Members, Visitors	12	Members used to taking care. First aid kit and mobile phones available in venue		8
Fire at meeting venue	Death, serious burns	Members,	10	Venue has its own fire	Advise members and visitors of	8

	or smoke inhalation	Visitors		procedures, fire alarm and fire doors	venues fire procedures e.g. point out where fire doors are, state that any fire alarm would not be a practice and that in the event of a fire the first priority is to raise the alarm and then escape	
--	---------------------	----------	--	---------------------------------------	--	--