



## GENERAL RISK ASSESSMENT FORM

**THIS TEMPLATE IS A SIMPLE RISK ASSESSMENT FORM THAT CAN BE USED BY BS STAFF FOR ANY MEETINGS OR EVENTS.**

Name: ..... Date: .....

Location: .....

### Consider the venue

### Tick when complete

Can you see obvious trip hazards?

Minimise risk by removing or marking them

*Note actions taken*

Can you see obvious slip hazards?

Minimise risk by clearing them away or marking them

*Note actions taken*

Are fire exits marked and accessible?

Minimise risk by clearing access to them and marking them

*Note actions taken*

Are fire extinguishers provided?

Minimise risk by asking the venue to provide them

*Note actions taken*

Are you using electricity?

Minimise risk by visually checking the sockets are in good working order & report anything to the venue manager.

*Note actions taken*

Is there anything about the venue that causes you concern?

Minimise the risk by reporting it to the venue manager and marking your concern to others.

*Note concerns here*

### Consider your equipment

Are you using electrical equipment?

Minimise risk by ensuring it's PAT is valid, and visually checking it is safe to use.

*Note actions taken*

Are you working at height?

Minimise risk by using suitable access equipment & footwear

*Note actions taken*

Is the venue well ventilated to avoid the spread of infectious respiratory diseases?

Minimise the risk by opening windows, doors, or using CO2 monitors.

*Note concerns here*

Is there anything about the equipment you are using that causes you concern?

Minimise the risk by using alternatives, changing the layout and marking your concern to others.

*Note concerns here*

### **Consider your activities**

Are you working with sharp implements?

Minimise risk by wearing correct PPE, limiting the number of people in the area, think about the ability of people there.

*Note actions taken*

Are you working with hot food or water?

Minimise risk by ensuring correct food handling certificates, limiting the number of people in the area, think about the ability of people there, use trays/trolleys.

*Note actions taken*

Are you serving food with allergens?

Minimise risk by listing all allergens such as nuts, gluten etc.

*Note allergens here*

### **Consider the people**

Are there concerns about the team?

Minimise risk by discussing capabilities/limitations together

*Note actions taken*

Are children (under 14), young people (14-18) or vulnerable adults assisting?

Follow HSE guidelines with regard to these groups & reflect this in duties you give them

*Note actions taken*

Are children (under 14), young people (14-18) or vulnerable adults expected to attend?

Minimise risk by treating everyone with respect and dignity regardless of age or ability. Follow our Safeguarding Policy

*Note actions taken*

Is there anything about the activities you are undertaking that cause you concern?

Minimise the risk by taking reasonably practicable steps to Remove, guard, or highlight the hazard to ensure people are aware of it.

*Note concerns & actions*