

Chard Community Hub – Activity Risk Assessment

For use at all activities performed by Chard Community Hub Volunteers and activity organisers.

(NB: A First Aid Kit should always be available at events as well as the facility to contact the emergency services if needed)

Activity Venue: **Chard Community Hub**

Event Date: **Every Tuesday morning**

Event Timings: 10 – 12:00

Event Leader's details: **Serena Wootton/Chris Mitchell**

The method for determining risk, whilst numerical is dependent upon the event leader undertaking the assessment.

- Values of LESS THAN 20 = LOW RISK
- Values of 21 – 37 = MEDIUM RISK
- Values of 38 – 100 = HIGH RISK
- Values OVER 42 = must be subject to a full review and the EVENT SHOULD NOT GO AHEAD until the risk has been fully remediated

Hazard	Likelihood (0 – 10)	Severity (0 – 10)	Overall risk (Low, Med, High)	Who could be harmed?	Remedial action required?	Is risk adequately controlled?	Review and revision
Slips, trips and falls	3	3	9 = Low	All involved	Verbal safety briefing should be conducted prior to the event starting. Volunteers should be advised of the sloping floor if using that area.	Yes	Activity Leaders should determine the risk at their site and advise if any areas are to be avoided, considering the age of participants or if they have any disabilities.
Hot drink spillage	3	10	30 = Medium	All involved	Do not leave hot drinks on the worktop or table being used in activity. Drink before and after the activity.	Yes	Do not encourage own drinks. There is an Eleos menu and others can order from them with a spill-proof cup lid.

Dust in eyes	3	10	30 = Medium	All involved	Dust from sanders escaping into the atmosphere from the sander and its extractor	Yes	PPE – make sure there is enough for all participants and extra in case more arrive unexpectedly.
Allergic reactions	1	10	10 = Low	anyone	Allergic reactions to ink or paints if on face or hands	Yes	Very unlikely
Over crowding	3	2	6 = Low	All	Ensure all activities have a maximum number of participants and when that number is reached you can turn other people away.		Managing the space and keeping an eye on numbers.
Weather	2	3	6 = Low	All involved	Extreme heat and extreme cold in the front room with no lighting and no heating. There is one electric fan that will help with the heat.	Yes	Briefing of participants prior to the event if there is extreme weather forecast.
Coronavirus measures that might change	2	7	14 = Low	All involved	Correct measures put in place and advertised pre-clean; correct equipment provided at start of clean, hand sanitiser provided for ALL participants to use, gloves and reusable sacks washed after every clean.	Yes	Clean Leaders need to be aware of most recent government guidelines and be proactive in their promotion of the measures. The situation needs to be constantly monitored and relevant actions taken as and when necessary.