



Company name: Creating Adventures

Art

Date of risk assessment: November 2022

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Slips and trips	Staff, volunteers and members may be injured if they trip over objects left on the floor, like bags, folders and water bottles. When moving tables and chairs	General good housekeeping is carried out. Staff and volunteers to keep work areas clear.	Ensure all attendees are aware of potential dangers, if they are visible.	Staff, and volunteers	Each week to be reviewed either upon an incident or at the end of the year	8 th November 2022
Tables & chairs	Staff, volunteers, members or visitors may be harmed through carrying tables and chairs as they setup and down the room. .	Staff and volunteers to ensure members are careful while carrying chairs.	Supervise putting away the table and chairs.	Staff and volunteers.	Each session	Done
Safeguarding	Ensure all members arrive safely and enter the hall. At the end of the activity, staff and volunteers ensure all members are collected or leave the venue safely.	Staff and volunteers to wait until all members have left.	Liaise with parents, guardians or services, if member are not collected. Stay with member until and appropriate adult collects them.	Staff and volunteers	Each session & to be reviewed ongoing	Done

You should review your risk assessment if you think it might no longer be valid (e.g. following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For information specific to covid-19 risk assessments for your industry please go to <https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Important notice

This is an example of a policy issued by the HSE designed for a small employer adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment as well as your culture and aspirations. There is no one size fits all!