*Example Hazards - lighting inside and outside, exit routes, electrical appliances, emergency contact, phone signal, furniture, tripping hazards, ventilation*

***Local Space***

|  |  |  |
| --- | --- | --- |
| ***Local Hazards*** | ***Who might be harmed and how?*** | ***What can be done about it?*** |
| ***Example 1***  *The front yard is dark, and the ground is uneven.* | *Volunteers, participants and or staff could trip on the uneven paving* | *Ensure porch lights are turned on to light front path.* |
| ***Example 2***  *The venue has no land line and phone reception is poor for some mobile providers.* | *Volunteers/participants/staff may not be able to contact someone In an emergency.* | *Ensure that at least two staff or volunteers have a mobile phone that has good reception in this venue* |

***Activity-based***

|  |  |  |
| --- | --- | --- |
| ***Local Hazards*** | ***Who might be harmed and how?*** | ***What can be done about it?*** |
| ***Example 1***  *Sharp craft equipment such as needles and scissors will be used and available.* | *Staff, volunteers and visitors, especially children may be injured when using the tools. Tools/equipment may drop on the floor and be a hazard for others.* | *All sharp tools will be counted out and in by staff or volunteers.* *Visitors will be asked to take care.* *Children using tools will be supervised.* *Floors will be checked after activity to pick up any fallen needles.* |
| ***Example 2***  *Visitors may be distressed by the cost-of-living crisis or some other personal challenge.* | *Staff, volunteers and or other visitors may be upset or affected by distress of visitors and not being able to help* | *Ensure staff and volunteers have been briefed on working with people who are in distress.*  *Ensure staff and volunteers have clear signposting leaflets for support agencies.* |

|  |  |
| --- | --- |
| **Subject of risk assessment:** | **Date:** |
| **Risk assessment undertaken by (name and position):** | |

## Key Contacts

|  |  |  |
| --- | --- | --- |
| Nearest A and E: | Nearest defibrillator: | Safeguarding lead: |

## Local Space

|  |  |  |
| --- | --- | --- |
| ***Local Hazards*** | ***Who might be harmed and how?*** | ***What can be done about it?*** |
| ***Hazard 1*** |  |  |
| ***Hazard 2*** |  |  |
| ***Hazard 3*** |  |  |

## Activity-based

|  |  |  |
| --- | --- | --- |
| ***Local Hazards*** | ***Who might be harmed and how?*** | ***What can be done about it?*** |
| ***Hazard 1*** |  |  |
| ***Hazard 2*** |  |  |
| ***Hazard 3*** |  |  |