



MARCHES FAMILY NETWORK RISK ASSESSMENT FORM



Assessment No: 1 Original Assessment Date: 25.09.2023 Revised Assessment Date: Reviewed Assessment Date:	Location/Venue: Saxon Hall Assessor's Name: Kerry Williams Re-Assessor's Name: Reviewed Assessor's Name:	Persons involved in/affected by risk: MFN staff, workshop provider, attendees, members of the public	Individual assessments required (Person's Initials)/Additional assessments required: Reasons for individual/additional assessments:
Task/Activity/Area Assessed: Assessment of Saxon Hall venue and wreath-making activity			

Hazards Identified	Current Control Measures in Place	Likelihood (with current control measures in place)	Severity of Injury/illness	Assessed Band	Action Required? Y/N
Fire - venue	Staff and attendees are to be informed of housekeeping rules, including fire evacuation points and emergency exits. Staff and attendees to meet outside by the car park, if the fire alarm is raised, through an appropriate door. Staff and attendees are not to use any electrical items unless this has been confirmed with the venue host.	1	2	2	N

	<p>Fire doors should be kept clear and accessible throughout the session.</p> <p>The front fire door will be unlocked.</p> <p>A register will be completed and held on site for the duration of the session.</p>				
Car park – collisions/injuries from moving traffic	The car park is open to the public, so people should be aware of moving traffic and take care when using the car park.	1	2	2	N
Medical conditions	<p>Parent carers, activity provider and MFN staff to bring any necessary medical supplies they may require.</p> <p>First aider to be on site.</p> <p>Food may be provided so any allergies and dietary requirements should be identified to MFN staff. Packaging will be available to read.</p>	1	1	1	N
Public access	<p>Be aware that members of the public may still access the building.</p> <p>Designated areas to be used only (main hall, toilets).</p>	1	1	1	N
Tables/chairs/equipment	<p>Any damage should be reported, and individual items assessed for use.</p> <p>Any items to be cleaned after use.</p> <p>MFN staff to ensure that all furniture is stored correctly at the end of the workshop</p>	1	1	1	N

	Appropriate lifting, moving and handling techniques to be used at all times when moving items.				
Doors - accessibility	Ensure doors are accessible and not blocked. Only use fire escape doors for emergency purposes.	1	1	1	N
Wreath-making activity – Injury from activity	The activity provider will advise on safety issues throughout the activity. First aider on site.	1	1	1	N
Slips, trips and falls	Trip and slip hazards should be identified and either removed or identified to staff, attendees and the activity provider. There will be a first aider on site.	1	1	1	N

Risk Rating			Rating Action Bands		
Likelihood	X	Severity of Injury	=	Assessed Band	Control Measures
Most Unlikely (1)		No Injuries (1)		Minimal Risk (1 or 2)	Maintain existing measures
Unlikely (2)		Minor Injuries (2)		Low Risk (3 or 4)	Review control measures
Likely (3)		Serious Injuries (3)		Medium Risk (6 or 8)	Improve control measures
Very Likely (4)		Fatality (4)		High Risk (9, 12 or 16)	Improve control measures immediately and consider stopping task/activity or using venue until the risk is reduced
To establish the risk rating multiply 'Likelihood' by 'Severity of Injury'					

Action Required:	Action Completed (Name and Date):	Review Date:
Completed by (Name): Kerry Williams	Signature: <i>Kerry Williams</i> 25/09/2023	
Reviewed by (Name): Rae Chambers	Signature: <i>Rae Chambers</i> 29.9.23	