**CRUCK BARN BRADWELL ABBEY – RISK ASSESSMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity | Use of Cruck Barn, Bradwell Abbey by MKNHS for indoor meetings |  |  |  |
| Originator | Gordon Redford  |  | Date Completed | 29/11/2012 |
| MKNHS Role | Society Member |  |  Reviewed | Annually by Committee |
| Checked By | Joe Clinch |  | Next Review | 04/2021 |
| MKNHS Role | Committee Member |  |  |  |

**L**=Likelihood **S**=Severity **DR**=Degree of Risk (Before any controls in place) **RR**=Residual Risk (Risk remaining after controls in place)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **PERSON AT****RISK** | **SIGNIFICANT****HAZARDS** | **RISK** | **RISK CONTROL MEASURES** | **RESIDUAL RISK** |
|  | **L** | **S** | **DR** | **L** | **S** | **RR** |
| Emergency planning at indoor meetings | Members, speakers, emergency services personnel and disabled especially at risk | Fire and other emergencies   | 2 | 5 | 10 | * Suitability of facility evaluated taking into account numbers to be accommodated and the adequacy of fire safety arrangements.
* Room limit for insurance purposes (100 maximum) adhered to for all meetings.
* Ensure suitable escape signage and emergency lighting provided.
* Ensure suitable fire-fighting equipment and fire alarm system in place.
* Loose seating arranged so that aisles/corridors are of sufficient width so that exits can be easily reached.
* Loose seating exceeding 50 to be secured together in groups of 4-11 and no seats to be more than 10 seats away from an aisle/corridor.
* All attendees to sign register on entry to the Barn.
* All members required to read this risk assessment and sign annually.
* Members with responsibility for opening and closing Barn to be responsible for safety and be provided with a safety check list to cover their duties and role in the case of an emergency. To check that escape routes are unobstructed and emergency exits unlocked before members arrive and supervise evacuation of the building if required.
* Emergency Check List to be carried by members with safety responsibility.
 | 1 | 5 | 5 |
| As above | Members and speakers | Medical emergencies | 2 | 5 | 10 | * First aid facilities to be available at all times.
* Members responsible for safety to be briefed in first aid arrangements, procedures for calling an ambulance and details of Milton Keynes Hospital
 | 1 | 5 | 5 |
| Access into, out of and around the Cruck Barn. | Members and speakers (Those with disabilities especially at risk) | Slipping and tripping hazards | 2 | 3 | 6 | * Cables to be safely routed and where necessary taped down or covered to avoid a tripping hazard.
* The general housekeeping of the area including access routes to be checked prior to the event by members responsible for safety.
* Safety members to monitor housekeeping during preparations and packing up.
* Safety members to be briefed in the importance of dealing with slip and trip hazards as they arise particularly in car park area during icy conditions.
* Safety members to check car park area for patches of ice before members arrive during icy conditions and to enlist assistance to avoid use of such areas.
 | 1 | 3 | 3 |
| Catering | Members and speakers, (those with allergies especially at risk) | Food hygiene incidents, food contamination, allergies, broken crockery and glass | 2 | 5 | 10 | * Basic food hygiene procedures to be followed at all times in the preparation of tea/ coffee and provision of food for quizzes and Christmas meeting.
* Refreshments provided in plastic cups and plastic/paper plates used in most instances.
* All cups and plates to be thoroughly washed and dried after use.
* A procedure to be implemented for safely collecting broken crockery and glassware.
 | 1 | 5 | 5 |
| Use of electrical equipment such as extension leads, lighting, projectors, computers, screens etc | Members and speakers  | Electrical hazards, trailing cables | 3 | 5 | 15 | * Ensure electrical installation and maintenance meets modern standards.
* Extension leads to be fully unwound and not overloaded.
* Extension leads to be safely routed and, where necessary taped down or covered to avoid tripping hazard.
* Sufficient number of sockets to be provided close to the point of use by using extension leads where necessary.
* Extension leads not to be linked together and adaptor blocks not to be used.
* Electrical equipment supplied by ourselves to be subject to a portable appliance test and labelled accordingly.
* Electrical equipment supplied by ourselves visually inspected weekly.
* Information about the safe use of electrical equipment to be passed on to those members responsible for installation and taking down.
 | 1 | 5 | 5 |
| Arrange furniture, displays and materials | Members and speakers (Those with health conditions and those who are pregnant are especially at risk) | Manual handling hazards, chairs and, tables, falling objects, unstable structures. | 2 | 4 | 8 | * Safety members to supervise any manual handling tasks and ensure that safe manual handling techniques are employed.
 | 1 | 4 | 4 |

**RISK RATING**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | LIKELIHOOD |  |  | SEVERITY |
| 5 | Almost Certain/Frequent | Absence of any management controls. Almost 100% certainty that an accident will happen (e.g. live electrical conductor, faulty equipment, untrained staff). | 5 | Major  | Death to one or more people. Loss or damage is such that it could cause serious business disruption (major fire, structural damage).  |
| 4 | High/Probable | Serious failures in management controls. Effects of human behaviour or other factors could cause an accident but is unlikely without this additional factor (e.g. equipment not used properly, oil spill on floor, poorly trained staff). | 4 | High | Causing permanent disability (e.g. loss of limb, sight or hearing). |
| 3 | Medium/Occasional | Insufficient or substandard controls. Loss is unlikely during normal operation but may occur in emergencies or non-routine conditions (e.g. keys left in vehicle, obstructed gangways, refresher training required). | 3 | Medium |  Causing temporary disability (e.g. fractures). |
| 2 | Low/Improbable | Situation generally well-managed but occasional lapses could occur. Also applies to situations where people are required to behave in order to protect themselves but are well trained. | 2 | Low | Causing significant injuries (e.g. sprains, bruises, lacerations). |
| 1 | Unlikely/Remote | Loss, accident or illness could only occur under exceptional conditions. Situation is well-managed and all reasonable precautions have been taken.  | 1 | Minor | Causing minor injuries (e.g. cuts, scratches). No lost time likely other than for first aid treatment. |

**RISK RATING = LIKELIHOOD x SEVERITY LOW 1-9; MEDIUM 10-15; HIGH 16-25**