Trowbridge Lions Club Risk Assessment – Club Meetings

Risk Assessment No: TLC/AD-1

Activity	Hazard	Whom Affected		L	C	R	Mitigation / Control	Responsible
Meeting Preparation	1. Trapped fingers 2. Slips / Trips / Falls 3. Emergency Egress	A. AD Committee	1A 2A 3A	2 2 1	2 2 5	4 4 5	• Care to be taken when laying out the table for the meeting • Ensure that Emergency Exits are not impaired	AD Committee Landlord / Proprietor
The Meeting	1. Emergency Egress 2. Slips / Trips / Falls	A. Club Members B. Guests	1A 1B 2A 2B	1 1 2 2	5 5 2 2	5 5 4 4	• Health & Safety and Venue facilities brief to be given at start of meeting • Care to be taken when using access to upper floor	H&S Officer
Meeting De-preparation	1. Slips / Trips / Falls	A. Club Members	1A	2	2	4	• Care to be taken when storing the tables and clearing away meeting arisings	AD Committee

Notes:

1. Comply with instructions given by the Landlord/Proprietor and/or Local Authority H&S Advisor
2. Copy of the event Risk Assessment is to be available to the President/Minutes Secretary for reference

Key: **R**: Scale of Risk (L x C)

L: Likelihood of Hazard occurring		Scale	C: Consequence should the Hazard happen		Scale of Risk	Description	Action
Frequent	Likely to occur many times	5	Catastrophic	National impact / Loss of life	13 – 25	Unacceptable risk	Very high risk (19-25): Must be eliminated or moved to a lower level.
Probable	Likely to occur several times	4	Critical	Major accident / injury			Significant risk (13-18): Approval must be sought before continuing
Occasional	Some times	3	Serious	Serious incident. Lost time injury	8 – 12	Undesirable risk	Must be avoided if reasonably practical. Seek approval to continue
Remote	Unlikely but possible	2	Marginal	First aid accident	3 – 7	Acceptable risk	Can be accepted, provided that the risk is managed
Improbable	Very unlikely / Assume never	1	Negligible	Very Minor. Little consequence	1 - 2	Negligible risk	No further consideration needed