

RISK ASSESSMENT

**RA8**

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action necessary?	Actioned by & when?
Slips, trips and falls	Users of the meeting room and car park may suffer injuries such as cuts, bruising or fractures. e.g on spillages or trip over objects.	<p>Car park surface maintained as even as possible.</p> <p>Parking spaces for visitors available.</p> <p>Good lighting in car park and all rooms in hall.</p> <p>All spillages are cleaned up immediately.</p> <p>There is a mat at the entrance to stop rain water being carried in.</p> <p>Trailing electrical leads are safely positioned in order to reduce the risk of trips.</p>	All surfaces are to be inspected regularly and repaired as necessary.	Monthly or as required.

Date of Assessment:

May-18 AT

Date of Review:

Jun-19