Castle Bromwich u3a - RISK ASSESSMENT SHEET				Form No.- CB RA 1
Location or Venue **Arden Hall Castle Bromwich**	**Date** **22/4/2026**	**Sheet Ref No.** **1**	**CBU3A Arden Hall**	**RISK ASSESSMENT**

CHECKLIST REFERENCE NUMBER	Hazard and Likely Outcome	Affected Persons i.e. Committee Visitor C -V	DESCRIPTION OF CONTROL MEASURES (Note ERICPD!)	P	S	Risk Rating
1	Fire	C-V	Arden Hall Fire procedure – Exit via rear hall fire exit along corridor or main entrance fire exit if corridor blocked– Chair of the meeting to ensure the meeting room is evacuated – Assemble at the park car park – or grass area in front of the building if route blocked. Take register of evacuees. Members to sign out if leaving site early.	2	3	5
2	Ventilation	C-V	Main Hall can become stuffy when occupied, ensure adequate ventilation such as opening windows and/or opening the doorway.	2	2	4
3	Slips – Trips & Falls	C-V	Ensure gangways are kept clear, clear and dry spillages from drinks. No materials to be placed in walkways. Do not move chairs into aisles.	3	2	5
4	Accident and Injury	C-V	First Aiders on site, First Aid kit available, Casualties to be made comfortable and left in situ with attendance. Emergency services to be called as required.	3	2	5
5	Electrical Safety	C-V	All electrical equipment to be inspected and tested and compliant to the Electricity at Work Act. Equipment suitably labelled. No cables to be laid in walkways. Loose cables near stage to be taped to floor.	2	2	4

NOTES ON USE:-

Control Measures Hierarchy

Eliminate, **R**educe, **I**solate, **C**ontrol, **P**PE, **D**iscipline

1. Identify all significant or potentially significant hazards associated with item or activity
2. Apply control hierarchy
3. Assign probability (P) of harm occurring (1 to 4)
4. Assign likely severity (S) of harm (1 to 4)
5. Identify Risk Rating from matrix opposite
6. Identify any significant information that needs to be passed on and recorded

Signed _____

Severity → **↓ Probability**	1. Negligible	2. Minor	3. Major / Severe	4. Extreme
1. Improbable				
2. Remote			•	
3. Possible				
4. Probable				