

WILTSHIRE COUNTY SCOUT CENTRE - RISK ASSESSMENT FOR CONFERENCE ROOM

This side of the form should be used to identify hazards in the room which may lead to a significant chance of an adult or young person being hurt or harmed in some way.

Look around the room and consider

	Inspect & consider	2009		2010		2011		2012	
		YES	NO	YES	NO	YES	NO	YES	NO
1	Does the layout of the furniture/equipment present any danger?		X		X		X		X
2	Is the furniture in an unsafe condition for use?		X		X		X		X
3	Does any of the furniture have sharp or dangerous edges/corners/surfaces?		X		X		X		X
4	Is the floor surface uneven or slippery or considered unsafe in anyway?		X		X		X		X
5	Are there regular spillages on the floor?		X		X		X		X
6	Are there any fixed trip hazards on the floor?		X		X		X		X
7	Are there any trailing cables?		X		X		X		X
8	Are any electrical wall sockets cracked or broken?		X		X		X		X
9	Are any light switches cracked or broken?		X		X		X		X
10	Is any electrical equipment or cable visually defective?		X		X		X		X
11	Is any electrical equipment without an up-to-date test sticker on it?		X		X		X		X
12	Is electrical equipment used in close proximity to water?		X		X		X		X
13	Are any windows cracked, broken or inoperative?		X		X		X		X
14	Do windows open across space where others walk?		X		X		X		X
15	Is there any possibility of forceful contact with glazing below waist level in windows or below shoulder level in doors?		X		X		X		X
16	Do any windows at first floor level or above open unrestricted?		X		X		X		X
17	Are curtains/blinds inoperative and insecurely fixed to mountings?		X		X		X		X
18	Is the lighting inadequate for the activities in the room?		X		X		X		X
19	Is shelving unstable or overloaded?		X		X		X		X
20	Are cupboards unstable or overloaded?		X		X		X		X
21	Are heavy items stored at height?		X		X		X		X
22	Do any activities require the lifting or moving of heavy or awkward loads?		X		X		X		X
23	Do users of the room use sharp instruments?		X		X		X		X
24	Do users of the room use other dangerous tools or or equipment? eg. Glue guns		X		X		X		X
25	Is the fire alarm inaudible?		X		X		X		X
26	Is the fire instruction notice missing or out of date?				X		X		X
27	Are fire extinguishers missing, inaccessible or beyond their test date/				X		X		X
28	Are additional types of extinguishers needed?				X		X		X
29	If food is stored in this room, does it prove a health risk?		X		X		X		X
30	If food is handled in this room, does it pose a health risk?		X		X		X		X
Signed Date		SC/PCP 18.06.09		PCP/MB 18/06.10		PCP/MB 07.07.11		PCP/MB/BH 01.08.12	

Please list any other hazards associated with the fabric fittings or activities in this room

If you have answered yes to any of these questions please note on reverse of the form