

Risk assessment for adult training

Revised 22 Aug 2020

Hazards	Controls
Lone working	Volunteers to arrive at agreed times, Adults to carry mobile phones with them in case of an incident. No risky activities to be undertaken whilst alone
Moving furniture	Adults to oversee the setting up and moving of tables and chairs. Tables to be carried by two people at a time. Chairs to be stacked facing front to the wall to prevent falling, no more than 10 chairs high
Trip hazards	Check floor is clear of any obstacles and spills likely to increase risk of tripping or slipping or cause injury if fallen on. Door mat in entrance – everyone encouraged to wipe shoes on arrival, especially if wet.
Parking up	Use care when parking up and leaving, especially when other groups are also using the top flat for parking. Watch out for young children playing round the cars.
Intruders	Intruders are extremely unlikely to be a problem. Do not lock the main door or block the fire exits.
Using the kitchen	An adult to be nominated to be in charge of refreshments.
Electricity	Set up electrical items as close to sockets as practical Any cables to be clearly visible and covered No liquids to be close to the sockets or electrical items
Fire	All fire exits and escape routes to be checked before participants arrive to ensure unlocked and clear. All leaders & Young Leaders know what to do in the event of a fire and where the fire/emergency assembly point is.