

Venue Risk Assessment

A risk assessment is a careful examination of the hazards that could cause harm to people.

Hazards are things that could potentially cause harm.

Risk is the chance that someone will be harmed by that hazard.

Five Simple Steps

1. What are the hazards?

When thinking about a venue, walk around and look at what could reasonably be expected to cause harm.

2. Who might be harmed and how?

Do think about particular groups who are more likely to be harmed, such as children or those with mobility issues.

3. What are you doing to reduce the risk?

Think about what is already in place - for example, a handrail next to a flight of steps.

4. What further action do you need to take?

Is there anything else that could reasonably be done to reduce the risk?

5. Who will carry out the action - and by when?

This clarifies who is taking responsibility for any action needed and when it needs to be done by.

Use the form below to record your findings.

Remember you are unlikely to be able to eliminate risk entirely, but you can take steps to minimise risks.

Risk Assessment

Mothers' Union group/branch:

.....

Venue Name and Address:

.....

Assessment completed by Date

| What are the hazards? | Who might be harmed and how? | What are you already doing to reduce the risk of harm? | What further action do you need to take? | Who needs to carry out the action? | When does this need to be done? | Completed |
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