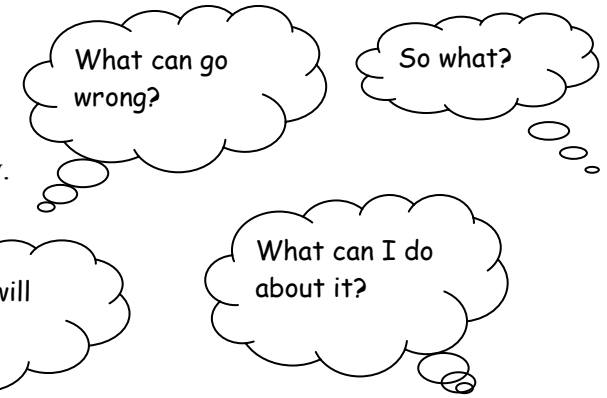


# RISK ASSESSMENT

You are hiring a room at Jericho Community Centre either as a one-off or part of as a series of classes or activities. Filling in this risk assessment will protect the people you are hosting, as well as complying with the law.

A risk assessment is simply a careful examination of how your activity could cause harm to people. Straightforward, simple, cheap and effective measures can readily control risks. For example you can make sure:

- spillages are cleaned up promptly so people do not slip
- cupboard drawers are kept closed to ensure people do not trip



<b>Hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you doing already?</b>	<b>What further action is necessary?</b>			
			<b>Action required</b>	<b>By whom</b>	<b>When</b>	<b>Done</b>
Tripping over obstructing objects.	Members or coaches may trip.	Tables and chairs are moved aside and belongings are put out of the way.	Remind everyone to keep their belongings off the floor.	Hirer	Each session.	Yes.
Spillages.	Members or coaches may slip.	Ensuring that the floor is clear before and throughout each session.	Continue to check floor.	Hirer	Each session.	Yes.
Inappropriate dress.	Anyone inappropriately dressed may become uncomfortable or trip.	Ensuring that members are wearing appropriate clothing - not too long (trip hazard).	Continue to ensure that members are wearing appropriate clothing.	Hirer	Each session.	Yes.

Now, *you* fill in some boxes!

Thanks!