



## RISK ASSESSMENT FORM FOR INDOOR VENUES/ACTIVITIES

**Coordinators should look at venue, complete risk assessment and forward it to the Safety Management Team at least 2 weeks before the activity**

Activity:		Venue:		
Coordinator:	Email:	Phone:	Date:	

Activities will be conducted in accordance with this risk assessment, implementing the control measures outlined below.

Hazards, including but not limited to -	Description of hazards - put cross in the box of those that apply	Risk level before control	Control measures- put cross in the box of those that apply	Risk level after control
<b>Biological (e.g. hygiene, disease, infection)</b>				
Virus/disease Blood/body fluid Food handling	<input type="checkbox"/> Covid and other viruses		<input type="checkbox"/> Follow Covid Safe Plan and any rules of the venue attended <input type="checkbox"/> Ensure tables and chairs are set up for social distancing and do not move them <input type="checkbox"/> Do not share food and drinks <input type="checkbox"/> People serving food to wear disposable gloves <input type="checkbox"/> Maintain social distancing while lining up for morning tea <input type="checkbox"/> Do not share equipment <input type="checkbox"/> Be careful with sharp equipment	
<b>Critical incident – resulting in:</b>				
Lockdown Evacuation Disruption	<input type="checkbox"/> Evacuation		<input type="checkbox"/> All members and visitors must be signed in with U3A <input type="checkbox"/> Ensure all emergency exit doors are clear and accessible <input type="checkbox"/> In the event of an incident, exit building, wait at .....until your name is checked off. Attendance records must be kept <input type="checkbox"/> Have ICE installed on mobile or provide coordinator with next of kin details <input type="checkbox"/> Check mobile phone reception is available. Phone 000 in case of emergency	
<b>Environment</b>				
Temperature	<input type="checkbox"/> Heat stress		<input type="checkbox"/> Use air conditioning and fans inside building.	

Hazards, including but not limited to -	Description of hazards - put cross in the box of those that apply	Risk level before control	Control measures- put cross in the box of those that apply	Risk level after control
<b>Facilities</b>				
Buildings and fixtures  Driveway/paths/steps	<input type="checkbox"/> Trips, slips and falls on uneven surfaces and steps		<input type="checkbox"/> Be aware of uneven ground and drains and gutters in car park and footpath  <input type="checkbox"/> Use hand rails where provided, especially if accessing a stage. Use 3 points of contact	
<b>Vehicles</b>				
Vehicles	<input type="checkbox"/> Injury from moving vehicles in car park		<input type="checkbox"/> Watch out for moving vehicles in car park. Take care to look for pedestrians when reversing	
<b>Manual tasks/ergonomics</b>				
Manual tasks	<input type="checkbox"/> Injury while relocating of furniture		<input type="checkbox"/> Do not move furniture. Ask staff at venue to do it.	
<b>Other hazards – give details:</b>				
Food handling	<input type="checkbox"/> Scalding from hot drink		<input type="checkbox"/> Be careful moving around with hot drinks	


<b>Risk assessment prepared by:</b>		
Name:.....	Signature.....	Date.....
Email:.....		Phone:.....
Name: .....	Signature.....	Date.....
Email:.....		Phone:.....
<b>Risk assessment reviewed and approved by Safety Management Team</b>		
Name:.....	Signature.....	Date:.....
<b>Risk assessment approved by Management Committee and authorised by:</b>		
Name:.....	Signature:.....	Date:.....

Likelihood	Description of likelihood
5. Almost certain	Almost certain to occur within the foreseeable future..
4. Likely	Likely to occur within the foreseeable future.
3. Possible	May occur within the foreseeable future.
2. Unlikely	Not likely to occur within the foreseeable future.
1. Rare	Will occur only in exceptional circumstances.

Consequence	Description of consequence
A. Insignificant	No treatment required.
B. Minor	Minor injury requiring first aid treatment (e.g. minor cuts, bruises, bumps).
C. Moderate	Injury requiring medical treatment.
D. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation.
E. Critical	Loss of life, permanent disability or multiple serious injuries.

Risk Assessment Matrix					
Likelihood	Consequence				
	A.Insignificant	B.Minor	C.Moderate	D.Major	E.Critical
5. Almost certain	Medium	Medium	High	Extreme	Extreme
4. Likely	Low	Medium	High	High	Extreme
3.Possible	Low	Medium	Medium	High	High
2.Unlikely	Low	Low	Medium	Medium	High
1.Rare	Low	Low	Low	Low	Medium

Assessed risk level		Description of risk level	Actions
<input type="checkbox"/>	Low	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with the existing controls in place.
<input type="checkbox"/>	Medium	If an incident were to occur, there would be some chance that an injury requiring first aid would result.	Additional controls may be needed.
<input type="checkbox"/>	High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be in place before the activity is undertaken.
<input type="checkbox"/>	Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.

Hierarchy of controls	
Most effective (High level)    Least effective (Low level)	<b>Elimination:</b> remove the hazard completely from the area or activity.
	<b>Substitution:</b> replace a hazard with a less dangerous one.
	<b>Redesign:</b> changing equipment or process to make it safer.
	<b>Isolation:</b> separate people from the source of the hazard.
	<b>Administration:</b> putting rules, signage or training in place to make an area or activity safer.
	<b>Personal protective equipment (PPE):</b> protective clothing and equipment.