

Library Friends Group RISK ASSESSMENT PROFORMA

Dept:

Date of Assessment:

Assessed by:

Section: Review dates (max 24 months) date one-

date two-

SECTION 1

What is the Task/Activity or Workplace Environment You Are Assessing?	What Hazards Are Present or May Be Generated?	Who is affected or exposed to hazards?	What is the Potential Severity of Harm (<i>Risk Rating Matrix Table 1</i>)?	What Precautions are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening (Existing Controls)?	What is the Likelihood of harm occurring? (<i>Risk Rating Matrix Table 1</i>)?	What is The Risk Rating (<i>See Note Below & Risk Rating Matrix Table 2</i>)
Controlling numbers attending event	Overcrowding	Public and friends group	Minor injury	Library is closed to the general public. Numbers limited by pre-booking. Porter has been briefed re: numbers and plan for night.	Improbable	No significant risk
Electrical wires	Tripping and falling over	Public, friends group and speakers	Minor injury	Wires positioned safely and taped out of the way.	Possible	Low risk
Electrical equipment	Electric shocks	Public, friends group and speakers	Serious injury	All electrical items to be electrically tested	Improbable	Low risk
Moving shelves/furniture	Injuries from lifting/moving things incorrectly	Friends group/Volunteers	Minor/Serious injury	Friends group have been trained in moving and lifting techniques. Pointing out to volunteers about heavy furniture/trapping fingers.	Possible	Low risk
Going upstairs	Tripping/Falling	Public	Minor/Serious	Advising people to use lift if infirm; stairwell being lit.	Possible	Low risk
Furniture	Tripping over chairs	Public/friends group	Minor	Arranging furniture with plenty of space between chairs	Possible	Low risk

NOTE: If the risk rating is either High, Very High, Medium or Low proceed to section 2. If the risk rating is No Significant Risk no further action is required.