

Team Tutsham Charitable Trust

WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU ALREADY DOING?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION BY WHO?	ACTION BY WHEN?	DONE
Fire	Employee	All staff training in fire awareness and evacuation process	Ensure all volunteers are trained Dedicated Fire Warden on Saddle Club and Event days in High Viz Ensure all volunteers are aware of method Additional no smoking/vaping signs are displayed	Maxine Buckby	ongoing	
	Apprentice					
	Volunteer	Fire Wardens trained and in situ				
	Clients	Evacuation plan in force and displayed				
	Young people (under 16)	Clear down method employed				
	Members of the public	Fire extinguishers in place and in date				
	POSSIBLE INJURIES	No smoking policy				
	Burns	Escape routes are kept clear				
	Asphyxiation from smoke	First aiders in situ				
Unfamiliarity of Site	Employee	Signage in place	-	Maxine Buckby	ongoing	
		Fire actions notices				

	Apprentice	displayed by each call point Plan ofl site on notice board New starter induction				
	Volunteer					
	Clients					
	Young people (under 16)					
	Members of the public					
	POSSIBLE INJURIES					
	No knowledge of escape routes					
Electrical Equipment	Employee	Equipment PAT tested	-	Maxine Buckby	ongoing	
		Equipment switched off when not in use				
		Equipment is cleaned and maintained regularly				
		Personal equipment is PAT tested				
		Segregated from combustible materials				
		Fixtures fitted by competent electricians				
		Circuits protected by fuses				
		Electrical				

	Apprentice	sockets/circuits not overloaded Five yearly fixed electrical system tests				
	Volunteer					
	Clients					
	Young people (under 16)					
	Members of the public					
	POSSIBLE INJURIES					
	Sources of ignition					
Waste Bins	Employee	Bins emptied reguarly	-	Maxine Buckby	ongoing	
	Apprentice	Segregated from sources of ignition				
	Volunteer					
	Clients					
	Young people (under 16)					
	Members of the public					
	POSSIBLE INJURIES					
	Source of fuel					
Stationary & archive material	Employee	Segregated from sources of ignition	-	Maxine Buckby	ongoing	
		Doors closed except for access				

	Apprentice					
	Volunteer					
	Clients					
	Young people (under 16)					
	Members of the public					
	POSSIBLE INJURIES					
	Source of combustible material					
Window, doors and shutters	Employee	Windows and doors closed before leaving	-	Maxine Buckby	ongoing	
	Apprentice					
	Volunteer					
	Clients					
	Young people (under 16)					
	Members of the public					
	POSSIBLE INJURIES					
	Source of Oxygen					

THIS RISK ASSESSMENT MUST BE REVIEWED AT LEAST EACH YEAR TO ENSURE IT IS STILL VALID. (SIGN

BELOW)

If you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities, increase or decrease in staff numbers) then a new or revised risk assessment must be undertaken

REVIEW DATE		REVIEW UNDERTAKEN BY		SIGNATURE	
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