## **Risk Assessment Policy**

NAME OF PLACE TO PLAY will carry out a full annual/biannual/quarterly risk assessment of the facility with a view of highlighting potential hazards and taking the appropriate action wherever necessary to ensure a safe and enjoyable environment.

*NAME OF MANAGEMENT COMMITTEE MEMBER* is responsible for reporting to the committee/management team on such issues. If a member/user wished to report a hazard or potential hazard, they should do one of the following:

- Call MANAGEMENT COMMITTEE MEMBER NAME AND NUMBER
- Email maintenance@the place to play.com
- Write a note, including details and location of the hazard, posting it in the suggestion box/notice board
- Write an entry in the maintenance log book, located in the place to playhouse

Maintenance is an item on the agenda for committee/management meetings. Any issues are raised and the appropriate action taken; all details will be listed in the minutes.

The risk assessment includes the following areas:

- Is the area and surroundings are safe and free from obstacles?
- Is the area fit and appropriate for activity?
- Is the equipment fit and sound for activity and suitable for age group/ability?
- Is the performers register is up to date with medical information and contact details?
- Are performers appropriately attired for the activity?
- · Can emergency vehicles access facilities?
- Is there a working telephone is available with access to emergency numbers?
- · Are emergency access points checked and operational?
- Are evacuation procedures are published and posted somewhere for all to see?
- Do volunteers, staff, coaches and members have access to information relating to health and safety?
- Are emergency procedures published and accessible to those with responsibility for sessions at the venue?
- Are evacuation procedures are published and posted somewhere for all to see?
- Do volunteers, staff, coaches and members have access to information relating to health and safety?
- Are emergency procedures published and accessible to those with responsibility for sessions at the venue?

## Standard basic template - these should be completed and filed safely

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Check that the area and surroundings are safe and free from obstacles	Check that the	area and	surroundings	are safe and	free fron	n obstacles.
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Is the area fit and appropriate for activity?

(If no, please outline the hazard, who may be at risk and action taken, if any)

Yes 
No



Equipment Equipment	
<u>Equipment</u>	
Check that it is fit and sound for activity and suitable for age group/ability.	
Is the equipment safe and appropriate for activity?	
(If no, please outline unsafe equipment and action taken, if any)	Yes 🗌 No 🗌
<u>Performers</u>	
Check that the performers register is up to date with medical information and that performers are appropriately attired for the activity.	d contact details. Check
Is/are the register(s) in order?	
(If no, please outline current state and action taken, if any)	Yes 🗌 No 🗌
Are performers appropriately attired and safe for activity?  (If no, please outline unsafe equipment/attire and action taken, if any)	Yes 🗌 No 🗌
Emergency points	
Check that emergency vehicles can access facilities, and that a working tele access to emergency numbers.	ephone is available with
Are emergency access points checked and operational?	
(If no, please outline the issues and action taken, if any)	Yes 🗌 No 🗌
Is a working telephone available? (If no, please outline the issues and action taken, if any)	Yes 🗌 No 🗌
Safety information	
Check that evacuation procedures are published and posted somewhere for volunteers and staff have access to information relating to health and safety	
Are emergency procedures published and accessible to those with responsi	bility for sessions?
(If no, please outline what information is missing and action taken, if any)	Yes 🗌 No 🗌



Does the place to play need t	take any further action? (If yes, please specify.)	
Signed:	Date:	

