BRITISH & FOREIGN BIBLE SOCIETY

Consider the venue   Tick when complete
Can you see obvious trip hazards?   Minimise risk by removing or marking them

Note actions taken

Can you see obvious slip hazards?   Minimise risk by clearing them away or marking them

Note actions taken

Are fire exits marked and accessible?   Minimise risk by clearing access to them and marking them

Note actions taken

Are fire extinguishers provided?   Minimise risk by asking the venue to provide them

Note actions taken

Are you using electricity?   Minimise risk by visually checking the sockets are in good working order & report anything to the venue manager.

Minimise the risk by reporting it to the venue manager and marking your concern to others.

Note concerns here

Consider your equipment
Are you using electrical equipment?   Minimise risk by visually checking it is safe to use.

Note actions taken

Are you working at height?   Minimise risk by using suitable ladder and footwear.
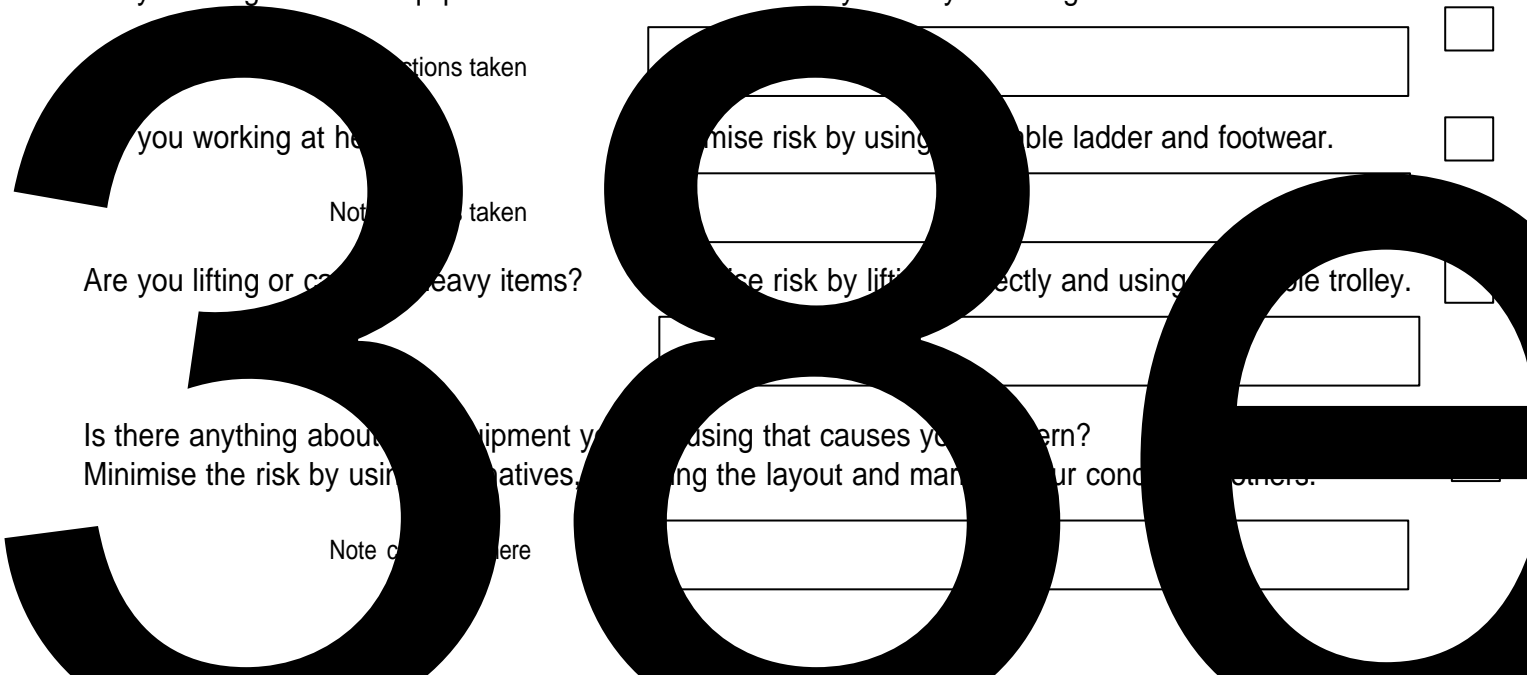
Note actions taken

Are you lifting or carrying heavy items?   Minimise risk by lifting correctly and using suitable trolley.

Is there anything about the equipment you are using that causes you concern?
Minimise the risk by using alternatives, changing the layout and marking your concern to others.

Note concerns here

Consider your activities

Are you working with sharp implements?   Minimise risk by limiting the number of people in the area, think about the ability of people there.

Note actions taken

Are you working with hot food or water?   Minimise risk by limiting the number of people in the area, think about the ability of people there, use trays/trolleys.

Note actions taken

Are you serving food?   Check food preparation areas are clean and that all foods are stored and served at correct temperatures.

Note actions taken

Are you serving food with allergens?   Minimise risk by listing all allergens such as nuts or gluten and ask people to say if they have an allergy.

Note action taken

Consider the people

Are there concerns about the team?   Minimise risk by discussing capabilities/limitations together

Note actions taken

Are children (under 14), young people (14-18) or vulnerable adults assisting?
Follow HSE guidelines with regard to these groups & reflect this in duties you give them

Note actionsTm (you)Tj ET Q q 0 0 595.5 842.52 re W* n BT /TT1 1 Tf 12 0 0 12 4.y531Tj ET Q q 0 0 595.5 842 842