



Friends
House

Friends House - Meeting Rooms Risk Assessment

| Risk | Control | Assigned to |
|---|--|---|
| Slip/trip or fall | Standard procedures, e.g. spills cleared promptly or signs/barriers put in place. Cables covered where a trip hazard etc. Emergency lighting provided. | Hospitality Services. Housekeeping / Duty Supervisor to check |
| Fire | Friends House fire evacuation procedures and precautions (Fire training, etc.). Fire detection system and fire appliances installed. Smoking is not permitted in the building. Emergency lighting installed. Installations subject to routine testing. | Hospitality Services, Facilities Maintenance Manager |
| Bomb alert | Compliance with Friends House Evacuation / Business Continuity and Major Incident plan. Emergency lighting pr | All |
| Electrical hazard | Compliance with Electricity at work act, Local safety procedures and policies. All equipment PAT tested and visual inspections carried out. | All, Facilities Maintenance Manager |
| General accident | Assessment by First aider, Duty Manager or Security. Appropriate action taken including calling emergency services. | First aider, Duty manager or Security Staff |
| Members of the public or visitors getting lost | Public and visitors briefed to return to reception if separated from their group | Organiser of meeting. Reception to assist |
| Hazards from contractors or building workers | Friends House register of contractors, spot checks on contractors operations, review of risk assessments prior to work commencing. Work areas clearly marked | Facilities Maintenance Manager |
| Unfamiliarity of public or visitors with Friends House procedures | Members of the public briefed at beginning of visit on procedures, e.g. assembly point in case of fire alarm | Organiser of meeting |