

HUDDERSFIELD GEOLOGY GROUP

Risk Assessment: Meetings at Greenhead College in Greenhead House:

Members and their guests are expected to take due care and attention for themselves when on the property. The Group cannot be held in any way responsible for any unknown food allergy.

Nature of HAZARD	CURRENT CONTROLS	ESTIMATION OF RISK	POSSIBLE ADDITIONAL CONTROLS
Slips, Trips and Falls	Access to the building is via two steps at the front door. In hours of darkness there will be external lighting along the path. Kitchen facilities are on the ground floor. The meeting room and toilet facilities are on the first floor. They are accessed via a flight of 13 steps, then a landing then a further four steps. There is a handrail throughout the internal stairs which should be used. If you are unsteady on your feet or are carrying awkward or heavy loads then please ask for assistance from a member of the Group. Care should be taken within the room to negotiate furniture as necessary.	Severity of Hazard: MEDIUM Likelihood: LOW if following Controls Adequacy of Controls: GOOD	Wire trails are not usual, but if needed for brought-in equipment, should be covered with appropriate matting or blocked off from normal routeways.
Electrical Shock	We rely on Greenhead for the safe working of their equipment and lighting systems. An obvious precaution is not to touch such systems with wet hands. Any brought in equipment by speakers is not checked for PAT certification and should only be used by those visitors.	Severity of Hazard: Medium Likelihood: LOW if following Controls. Adequacy of Controls: MEDIUM	HGG equipment eg projector and laptop is not PAT tested. Use of this equipment in the meeting room should only be by committee members familiar with it.
Scalds, Burns	Usual care should be taken when using kettles or water boilers in the kitchen	Severity of Hazard: MEDIUM	Now, generally, flasks are filled at home and crockery etc taken home for

	<p>area. Hot water should only be taken up to the meeting room in the Group's flasks. Mugs should only be filled upstairs. Care should be taken to place mugs directly under spouts when using hot water flasks. If washing up in the kitchen make sure that the hot water is sufficiently cooled by cold water. Ensure that all hands and faces are well out of line when emptying hot flasks into the sink. If flasks are filled on site similar precautions re hands and face should be taken on filling them.</p>	<p>Likelihood: LOW if Controls are followed Adequacy of Control: MEDIUM</p>	<p>washing in a dishwasher thereby lowering any scald/burn risk.</p>
Food Allergy	<p>Members may wish to make known any known food allergy to Ailsa Burrows or the Secretary who will endeavour to ensure that any food supplied at meetings does not contain that allergic item or will inform the member if it does. If a member does not wish to make this allergy known to these committee members then they should not participate in the refreshments.</p> <p>Any previously unknown allergy would be dealt with as in any normal social situation ie ring 999 (& check for epipen on person in case the allergy is known to them, but not to the Group).</p>	<p>Severity of Hazard: HIGH Likelihood: LOW, especially if controls are followed. Adequacy of Control: GOOD</p>	<p>Members with such an allergy may wish to bring their own food/refreshment if they wish.</p>
COVID 19/Pandemics	<p>All controls will be in line with government guidance at the time of a meeting. Where advisory controls cannot be met and are of a minor nature, then members will be</p>	<p>Severity of Hazard: HIGH Likelihood: LOW Adequacy of Control: GOOD</p>	

	<p>informed of a shortfall and so they may choose whether or not to attend. If controls cannot be met in a significant way then the meeting(s) will be cancelled.</p>		
Fire	<p>If a fire is found then the fire alarm should be raised by pressing the nearest alarm button. In the event of a fire all members will leave the building by the designated fire routes and assemble on the pavement opposite to the entrance to Greenhead House in Greenhead Road. The secretary/treasurer or whoever else held the register for that meeting will check off members at that point. Greenhead College's staff must be notified – Secretary, Chair or Treasurer to contact according to their list. (The alarm does not connect through to the College's main system.) There is a CO2 extinguisher in the meeting room and a water extinguisher downstairs. IF anyone feels capable of safely tackling such a fire with these extinguishers they may do so.</p>		
Reviewed: August 2023			