



# Risk Assessment Form

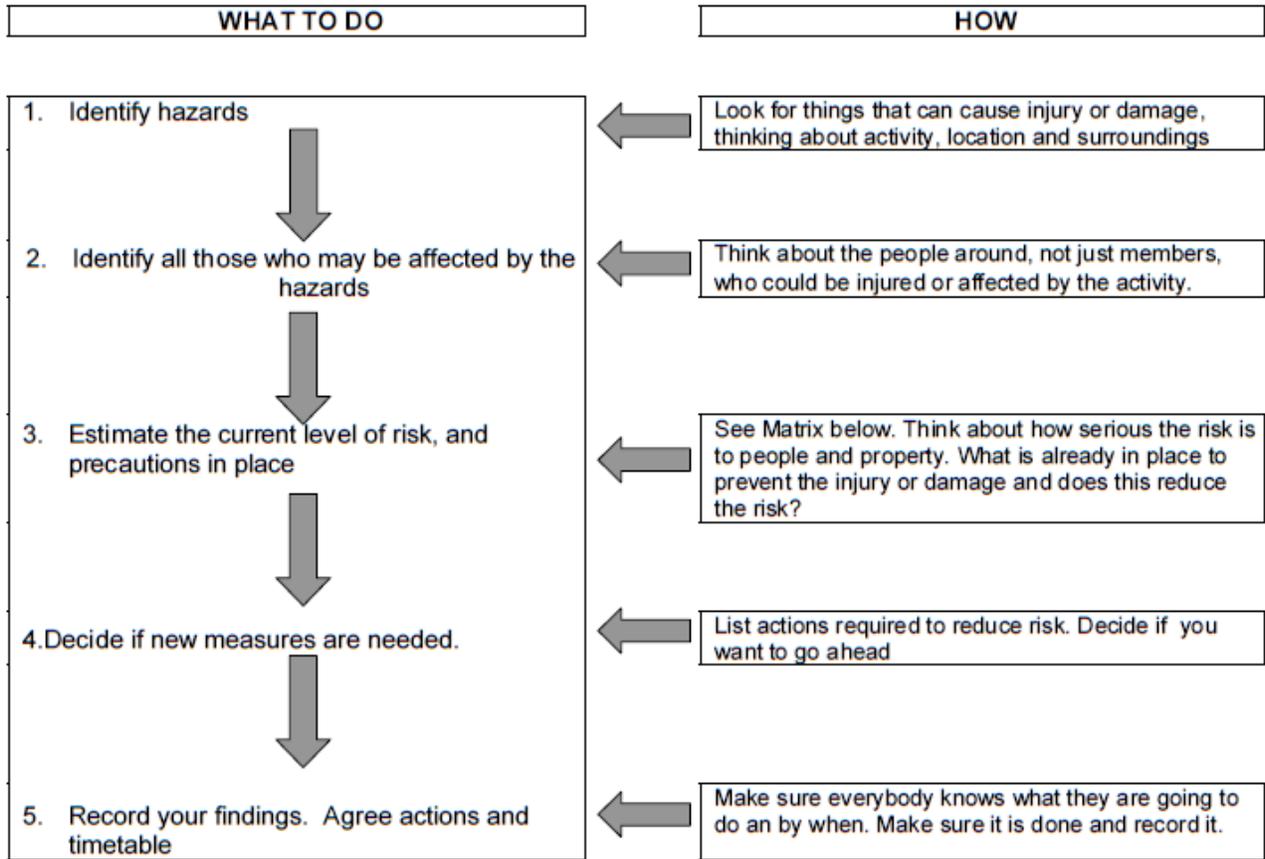
**BUILDING RISK ASSESSMENT FOR: 97 PRINCESS ROAD EAST, LEICESTER LE1 7DW** Date: 23/04/2015

Risk assessor: Louise Mynott - County Office Manager

Hazard	Who is affected?	What controls are in place?	Risk level (L/M/H)	Are further controls necessary?	Action by & date	Review by & date
Lone Working	Volunteers, Meeting Leaders, Employees of Leicestershire Girlguiding	Opening/locking up out of hours, should be accompanied by another person	M	Make sure that someone is aware of their location and are safe after a set period of time	LM 25/03/15	
Working at heights	As above	Encourage not to use steps without a second party being in attendance	L	Steps to be used and securely stored	LM 25/03/15	
Fire Evacuation	As above	Advise all members of the available fire escapes and evacuation procedure at beginning of meeting.	L	All fire exits should be opened before activity starts	LM 25/03/15	
Using the Building	As above	Care must be taken when using the building, stairs should be use appropriately	M	N/A	LM 25/03/15	
Security	As Above	The door through to the training rooms and office should be kept shut at all times	L	If left ajar, someone must be in the office/foyer to monitor entrance	LM 25/03/15	

Hazard	Who is affected?	What controls are in place?	Risk Mlevel (L/M/H)	Are further controls necessary?	Action by & date	Review by & date

## RISK MANAGEMENT



## RISK ASSESSMENT MATRIX

	Severity	Slight Harm	Harmful
		superficial injuries, minor cuts and bruises	minor fractures, ill health leading to minor disability
Likelihood			Extremely Harmful
UNLIKELY Rarely happens		LOW	multiple injuries, major fractures, fatalities
LIKELY Often happens		LOW	LOW
VERY LIKELY Nearly always happens		MEDIUM	MEDIUM
		MEDIUM	HIGH
		HIGH	HIGH