

## Risk Assessment Plan

Area(s) to be used.....

Focus of Risk Assessment	Significant hazards in this area to be risk assessed	Date	Time	Checked by
<b>Approx. size of group</b>				
<input type="checkbox"/> Air Quality <input type="checkbox"/> Temperature <input type="checkbox"/> Lighting <input type="checkbox"/> Condition of floors & seating areas <input type="checkbox"/> Safe Access & Exits <input type="checkbox"/> Condition of Sanitary & Hygiene facilities <input type="checkbox"/> Fire Extinguishers				
<b>Use of Equipment</b> <input type="checkbox"/> Maintenance / Condition <input type="checkbox"/> Position of leads, plugs etc <input type="checkbox"/> Safe placing of ancillary items (CD's etc)				

**Other Hazards**

Please make sure you conduct regular Risk Assessments, a separate "Fire Risk Assessment" is now also a legal requirement.