


APS - Use of the Chiltern Lifestyle Centre for routine meetings
Risk Assessment
(Supplementary to Lifestyle Centre Facility Risk Assessments)

Category	Risks/Hazards	Probability of harm (Unlikely/ Possible/Likely)	Severity of harm (Minor/ Moderate/ Severe)	Risk rating (High/Medium/ Low)	Risk mitigation for high and medium risks
General facilities	Clear access to building and rooms	Unlikely	Minor	LOW	n/a
	Wheelchair access to building and rooms	Unlikely	Minor	LOW	n/a
	Trip hazards	Unlikely	Moderate	LOW	n/a
	Kitchen hazards (eg boiling water from dedicated tap)	Possible	Moderate	MEDIUM	If scalded, immediately rinse with cold water and ask for assistance.
APS Meetings	Carrying chairs	Possible	Moderate	MEDIUM	Voluntary participation. Use chair trolley for stacks
	Carrying print boards	Possible	Moderate	MEDIUM	Voluntary participation. New light weight boards have been purchased (2022).
	Temporary trip hazards	Possible	Moderate	MEDIUM	Trailing cables to be minimised, covers to be used as necessary. If seen, alert appropriate committee member or equipment operator

	Faulty electrical equipment	Unlikely	Severe	MEDIUM	Set up by competent members only. No modifications to commercial equipment. No safety covers to be removed.
	Slips from spillage of drinks	Possible	Moderate	MEDIUM	Clean up spills quickly with supplies from kitchen.
Fire	Response to building fire alarms	Unlikely	Severe	MEDIUM	<p>The Lifestyle Centre manages fire prevention and response. Ensure all members are aware of fire exit location. The assembly point is in the car park outside the main entrance.</p>  <p>The poster is titled 'Fire action' with a warning icon. Below the title, it says 'If you discover a fire'. There are five instructions, each with an icon: 1. 'Operate nearest fire alarm point.' with a hand icon. 2. 'Call the Fire brigade by telephoning 999' with a telephone icon. 3. 'Leave the building by the nearest exit.' with a person running icon. 4. 'Report to your assembly point at OUTSIDE MAIN ENTRANCE' with a person icon and arrows. 5. 'Do not stop to collect personal belongings' with a red prohibition sign over a person icon. At the bottom left of the poster is the code 'A 3526 GJ'.</p>

First aid provision	Inadequate provision for first aid	Unlikely	Moderate	LOW	Ensure first aid box in kitchen is in place (responsibility of building owners). Inform reception staff that first aider needed if none available in APS group. Lifestyle Centre staff are trained in use of the defibrillator.
Covid	Transmission of Covid19 infection to vulnerable members	Possible (June 2023)	Moderate or Severe	HIGH	Most members follow vaccination advice. Further specific guidance distributed to members. Publicised on website and in monthly Newsletter. Reviewed monthly by committee.
Outings	Various depending on location	Unlikely	Moderate	LOW	Any hazards specific to a particular outing will to be mentioned prior to the start of the trip by the outing leader. Participants will to be advised to take appropriate precautions and reminded that they have a responsibility for their own health and safety. Non APS members are not covered by the club's insurance policy.

KEY	Severity of harm		
Probability of harm	Minor	Moderate	Severe
Unlikely	LOW	LOW	MEDIUM
Possible	LOW	MEDIUM	HIGH
Likely	MEDIUM	HIGH	HIGH

