

# READING AND DISTRICT WELSH SOCIETY

## **Risk Analysis**

### **Scope and Purpose**

The Reading and District Welsh Society is an organisation, founded in 1931, which provides a focus for those who live in Reading (and District) and who have a love for Wales, Welsh society and its culture. Society meetings provide an opportunity for its members to discuss Welsh topics and news from home. Meetings are held once a month from September to December and from March to May each year at St Peter's Church Hall, Church Road, Earley, Reading RG6 1EY.

An annual dinner to celebrate St David is held in March each year at a local hotel.

The purpose of this document is to make its Society members aware of issues and risks, which could be dangerous and harmful to their wellbeing, and to ensure that all activities (risks) conducted at these venues are performed to the following guidelines.

### **Risks**

1. Meeting Hall furniture (tables and chairs) are stored on the premises. When tables are removed from the storeroom, for use at meetings, two individuals are required when carrying, assembling and dismantling each table.
2. When chairs are removed from the storeroom, for use at meetings, a trolley must be used to transport them. Chair stacks of no greater than 8 chairs may be transported when using these trolleys.
3. It is recommended that all electrical equipment utilised at meetings should be checked as being fit for purpose and for safety, at least once every five years.
4. In areas where there are extension cables and equipment cables trailing on the floor, then these must be taped down securely to the floor.
5. Equipment and items stored in the storage cupboard must be stacked properly so that there is no danger of any item falling out when the storage cupboard door is opened.
6. All safety signs within the kitchen for use of its equipment are to be adhered to.
7. Prior to each meeting, the following statement should be made "In the event of fire, please use the indicated fire exits and meet in the car park. The meeting host(s) will ensure that all meeting attendees have left the building".
8. The Society manages an Accident Record Book.

### **Statement**

In the event that the above guidelines are not conformed with, then Society Members (Committee or Ordinary) cannot be held accountable for any incident that may occur.