



MEETING SPACE RISK ASSESSMENT CHECK LIST

It is recommended that this assessment on the Company meeting space be undertaken annually.
Assessment forms are also available for activities and events.

Getting to Your Company Meeting Space

Situation	Observations	Actions taken
1. Is the entrance well lit?		
2. Are the paths and footways even?		
3. Are children and young people dropped off by car? Is this a hazard to others coming to BB?		
4. Do people have to cut across a car park to reach the hall?		
5. Is there a need to cross a dangerous road to get to the hall?		
6. Do people have to pass dangerous fences (e.g. barbed wire?)		
7. Do people have to go down an alleyway to enter the hall?		
8. Do anti-social groups or individuals gather round or near the entrance?		

The Premises

Situation	Observations	Actions taken
1. Is there good lighting in all rooms, halls and on the access routes that members of your group use?		
2. Do people have to go up or down any stairs that could be slippery?		
3. Are electric sockets protected by safety inserts?		
4. Is the mains electricity cupboard locked or inaccessible to your group?		
5. Are the fire exits totally free from obstruction on both sides? Are the exits checked regularly and recorded?		
6. Do the fire exits open readily?		

7. Are fire exit signs displayed?		
8. Are there fire extinguishers present? Are these free from any obstructions?		
9. Have extinguishers been serviced in the last year and are key staff trained how to use them?		
10. Is there a fire alarm and an evacuation procedure? Where is the assembly point?		
11. Have you practised the fire drill with children, young people and leaders? When was this last done?		
12. Are chairs and tables, etc. stacked / stored safely?		
13. Can you go into a store room without material falling on you?		
14. Is all other equipment (including that used by others) stored and stacked safely?		
15. Is there access to a loft or other unsuitable space or cupboard?		
16. Can a gas or electricity supply be interfered with?		
17. Does the kitchen store any sharp tools? Can a cooker or other equipment be interfered with?		
18. Is the kitchen a suitable and clean, place for preparing food or having a tuck shop?		
19. Can your group touch or interfere with the heating source/system?		
20. Are cleaning, gardening and maintenance chemicals locked away?		
21. Are there notices and signs indicating hazardous situations, e.g. electrics, low head room, etc?		
22. Are there trailing wires and cables etc., or any other trip hazards?		

General Arrangements

Situation	Observations	Actions taken
1. Do instructors for your Company or age group programme have appropriate qualifications?		
2. What arrangements are there for First Aid treatment?		
3. Are any accidents recorded in the Accident Book?		
4. Is your Brigade insurance certificate displayed?		
5. Do you ensure that younger children do not leave the premises unless in the care of an appropriate adult?		
6. Do you have a register of all the children, young people and leaders present at every meeting?		
8. Do you have Joining/Information Form details with you at all meetings?		
9. Are children or young people asked to help move or carry items that could be too heavy for them?		
10. Are you satisfied with the leaders to children/young people ratio?		

Action Items to be passed on to meeting space owners:

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Name of person undertaking the assessment

Signature _____

Date _____