

NEWENT RECREATION GROUND TRUST
(Registered Charity No. 301585)

c/o Newent Town Council
Rear annexe, Newent Community Centre, Ross Road, Newent, GL18 1BD
Tel: 01531 820638, Email: townclerk@newenttowncouncil.gov.uk

Risk Assessment Form

Organisation name: Newent Recreation Ground Trust

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<i>Slips and trips</i>	<i>Staff and visitors may be injured if they trip over objects or slip on spillages</i>	<i>We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, offices cleaned each evening</i>	<i>Better housekeeping is needed in staff kitchen, eg on spills</i>	<i>All staff, supervisor to monitor</i>	<i>01/10/2010</i>	<i>01/10/2010</i>

Employers with five or more employees must have a written health and safety policy and risk assessment.