



BEESTON
THE UNIVERSITY OF THE THIRD AGE

BEESTON U3A- RISK ASSESSMENT FOR THE USE OF THE STAGE

Date of risk assessment: **May 2017**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips, trips and falls	Speakers, other visitors and anyone else using stage may be injured if they trip on the stairs up to the stage, slip/trip on the stage, or fall from the stage edge into the main church.	General good housekeeping is carried out. All areas well lit, and kept tidy, including stairs. No trailing leads or cables.	<ul style="list-style-type: none"> Only those who feel fit, able and confident to use stage will be encouraged to do so - no pressure exerted on anyone who feels uncomfortable about this. Advise stage users to use handrail when going up or down steps to stage (Add to speakers' guidance) Stage users strongly advised to stand behind lectern when speaking (or at least the same distance from the edge of the stage as the lectern is situated). Anne P to discuss the possibility of clearer demarcation to be installed at front edge of stage 	<p>Anne Pinnock to arrange for this guidance to be added to speaker information</p> <p>AP to send risk assessment to U3A Committee to be discussed at next committee meeting</p> <p>AP to see Karen at church</p>	<p>By July monthly open meeting</p> <p>By Friday 2nd June, for circulation to committee</p> <p>As soon as possible</p>	