Friends of Oignies risk assessment form

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| **Event:** | eg AGM | Event Location: | | eg Burbage institute |
| **Event summary:** | Meal and meeting for approx 30 people | | Event Date: |  |
| **Persons undertaking the assessment:** |  | Date of assessment | |  |

| **Area of concern** | **What is the risk?** | **Level of risk before controls** | **Controls** | **Person responsible** | **Level of risk after controls** |
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| Fire escapes | Fire escapes are blocked, not signposted or people are otherwise unaware of where they are | Medium | Fire escapes and signs to be checked on setting up the premises by a designated committee member and before people attend,  Chair to advice all of the fire escapes at the start of the meeting.  Committee members reminded of need to act as fire wardens with designated committee member to check premises are empty | Designated committee member | Low |
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