

Leeds University Union

Risk Assessment

Name of Group		Date of Assessment				
Union Music Library		14 th / 5 / 2010				
Hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?			
			Action required	By whom	when	Done
Bin	Dirty health risk	Take the bin out	Take the bin out	Committee	Necessary	
Floorspace	Members Volunteers	Stacking music on shelves where possible	keep the floor tidy	Committee & Volunteers	"	
Shelves	"	Checking for unsteadiness	Replace screws if necessary	Committee	"	
Socials	members.	Emergency Contact numbers	Make telephone numbers available.	Committee	"	
Electric Sockets	Volunteers Electric shock	Make sure things are plugged in, with no wires exposed	Switch power off when not in use maintain the cables	Committee	"	

Carried out by JAMES HOLLANDS

Review Date September 2011

People ill or Socials.	Members	Stop peer pressure of binge drinking	Advise against binge drinking and hand out telephone numbers	Committee	Necessary	