

Leeds University Union Risk Assessment

Name of Group	Union Music Library		Date of Assessment	15/10/09		
Hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?			
			Action required	By whom	when	Done
Falling CD's across CD sleeve.	volunteers + 77 students	-	A sign warning about getting music.	volunteers		
Improperly managed bins + coffee cups	volunteers + students in contact with microbes germs	-	Make sure the bins are taken out regularly and kept up.	volunteers		
Tripping over awkward chairs as it is a cramped space.	Make sure the chairs volunteers + students		Make sure they are tucked snugly against the wall.	volunteers.		
Getting lost on a social outing	Members + Students	Letting members know via Facebook	Giving out Committee mobile numbers	Committee		
Electrical equipment	Volunteers	Asking the Help Desk.	Get it PAT tested	Committee		

Carried out by Maya Korn 1
James Hollands

Review Date 15/10/10.



fire	Anyone in the library	Pointing out signs to people entering the library	Investigate fire Wardens Courses	Committee					