

**RISK ASSESSMENT FOR HOLDING MEETINGS IN SHELFANGER VILLAGE HALL
PERSON ASSESSING : ELAINE TINSLEY**

Slip and trip hazard: prepare venue before the meeting and point out any uneven surfaces to visitors on arrival and departure. Define entry and exit points.

Encourage respectful behaviour of those in attendance

Encourage respectful behaviour of one's surroundings and furniture.

Contact Village Hall Committee by phone when meeting ends for closing up.

January 2024

Signed by the Chair *Sejal Groom* date..... *20/2/24*