

# COMMUNITY ACTION: MK

## Health & Safety

The activities of most charities and community groups will be low risk and require a simple approach to managing risk. You might wish to use the template below. However, The Health and Safety at Work Act also requires employers (and the self-employed) to protect the health and safety of other people, such as members of the public and volunteers, who may be affected by their work activities. So, as a voluntary organisation, you need to consider them if they could be hurt by your activities.

The Health & Safety Executive has an excellent guide to simple health and safety for voluntary organisations and additional resources for groups who have responsibility for premises (community centres and village halls). <http://www.hse.gov.uk/voluntary/manage-low-risk.htm>

### INSPECTION CHECKLIST TEMPLATE

For general office areas

Item	Hazard	Tick for hazard	Notes
1	Uneven, slippery floors		
2	Trailing wires, cables, sockets		
3	Damaged plugs, wire, electrical equipment		
4	Obstructed, narrow walkways		
5	Fire escape route and doors obstructed		
6	Access to fire extinguishers, alarm call points obstructed		
7	Emergency exits not signed and/ or escape routes not obvious		
8	Flammables used, stored near ignition sources		
9	Accumulation of waste, rubbish		



I note the findings of this inspection and agree with, or have modified as detailed above, the actions required.

Committee Chair.....

Date.....

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