

Nantwich Civic Society

Risk Assessment

Health & Safety Officers: Charles Fox and Chairman

1. Introduction

This risk assessment forms demonstrates compliance with the relevant legislation, including:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Manual Handling Operations Regulations 1992 (as amended)
- The Personal Protective Equipment at Work Regulations 1992

The Civic Society aims to protect the health, safety, and welfare of all members, volunteers, guests, and the public who may be affected by its activities.

2. Scope of Activities

The Civic Society's activities include:

- Indoor meetings, Trustees meetings and talks in a hired meeting room.
- Community engagement projects such as litter picking, balsam clearing, conservation work, heritage walks, and public consultations.

3. Risk Assessment Table

Hazard	Persons at Risk	Possible Harm	Existing Control Measures	Risk Rating (L/M/H)	Further Actions Required
Slips, trips, and falls (meeting room or outdoor sites)	Members, volunteers, visitors	Minor to serious injury	Meeting spaces checked for hazards; good housekeeping maintained; cables and bags stored safely; appropriate footwear advised outdoors	Low	Periodic inspections before meetings or events
Fire	All persons on site	Burns, smoke inhalation	Meeting venues must have fire exits, alarms, and extinguishers; fire procedures explained at start of meetings	Low	Ensure fire risk assessment of hired venue is current
Manual handling (moving chairs, tables, litter bags, etc.)	Members, volunteers	Back strain, muscle injury	Manual handling kept to a minimum; training or guidance given where necessary; team lifting for heavy objects	Low	Remind members of correct lifting techniques
Electrical equipment (projector, laptop, extension leads)	Members, volunteers	Electric shock, fire	PAT-tested equipment used; visual checks before use; do not overload sockets	Low	Keep a log of PAT testing dates
Trips or collisions during outdoor activities	Members, Volunteers, public	Minor injury, bruising	Activity briefings provided; high-visibility clothing used if appropriate; awareness of uneven terrain	Medium	Risk assessment to be done for each outdoor project
Contact with public	Members, volunteers	Aggression, verbal abuse, reputational risk	Two-person rule for outreach; avoid confrontation; report incidents	Low	Avoid conflicts where possible; report incidents
Working near roads or vehicles	Members, volunteers	Collision, injury	Hi-vis clothing; traffic awareness; work away from live traffic where possible	Medium	Site-specific risk assessment and supervision
Use of tools or litter-picking / balsam clearing equipment	Members, volunteers	Cuts, punctures, strain	Appropriate clothing including gloves and footwear; training on safe use; check equipment condition	Low	Replace damaged tools promptly

4. Emergency Procedures

- **First Aid:** A basic first aid kit is available at meetings and project sites. At least one person present should be aware of its location and location of the nearest defibrillator.
- **Emergency Contacts:** Local emergency services (999) and nearest hospital details should be known for each activity location.
- **Incident Reporting:** Any accident, injury, or near miss must be recorded in the Society's **Accident Log** and reviewed by the committee.

5. Responsibilities

- **Committee:** Ensures policies and assessments are reviewed annually and communicated to members.
- **Activity Leaders / Event Organisers / H&S Officers:** Conduct site-specific checks and ensure control measures are implemented, if appropriate.
- **Members and Volunteers:** Must take reasonable care for their own safety and that of others, follow instructions, and report hazards or incidents.

6. Review and Monitoring

This risk assessment will be:

- Reviewed **annually** or after significant changes to activities or venues.
- Updated following any **incident or near miss**.
- Shared with all members and new volunteers.

Health and Safety Officer's Signature:	Charles R Fox
Date:	29th January 2026
Approved by (Chair / Committee):	Jeff Stubbs
Date:	29th January 2026