Risk Assessment - Use of Goods Shed Mess Room for Meetings

Reference No: STE-46120-58
Version No: 1
Assessment Approver: Kevin Jarvis

The largest rom available for use in the Goods Shed is the mess room. Occasionally it can ne used for meetings such as department AGM's.

Department: Steam Loco
Date Of Assessment: 08 April 2026
Review Due Before: 20 April 2031
Lead Assessor: John Cruxon (Steam HoD)
Team: Kevin Jarvis (Process Assurance)

Use of Mess Room for meetings

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Personal injury Overcrowding	Volunteers & Staff	1) CRITICAL - Engineering: Building to be in possession of a current fixed wiring certificate - Effective 2) CRITICAL - Engineering: All electrical equipment in use to be PATS tested - Effective 3) CRITICAL - Engineering: Building to have a current fire assessment in place - Effective 4) CRITICAL - Engineering: All exits not to be obstructed - Effective 5) CRITICAL - Engineering: Windows to be open to aid with ventilation and to avoid overheating - Effective 6) CRITICAL - Administrative: All attendees to be seated - Effective 7) CRITICAL - Administrative: A safety briefing to be held at the start of the meeting - Effective 8) CRITICAL - Administrative: All trip hazards to be removed - Effective 9) CRITICAL - Administrative: Any spills to be cleaned up immediately - Effective 10) CRITICAL - Administrative: Assigned volunteers to be responsible for making drinks and food so as to reduce numbers and congestion - Effective 11) CRITICAL - PPE: Fire Fighting equipment to be available - Effective	1 x 2 = 2 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	1 x 2 = 2 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a

COSHH Assessments

There are no COSHH assessments associated with this risk assessment.
Ends