

Risk Assessment Form

Risk Assessment for the Inner Wheel Club of

Event or Activity: Social get-together with refreshments made by IW members at member home.

Address:

Date (of event/ activity)

Assessment undertaken (date):

Overall comment: *(add additional information if you wish/as appropriate)*

The property is suitable for the proposed activity provided the potential significant hazards identified in Section 2 are controlled.

Risk Assessment carried out by:

Signed:

Assessment Review: every year when AGM takes place or as necessary.

Insurance Check: Any member hosting an event in their own home **must** have property owner liability cover. If the member is a tenant, she should check with the owner. Tick when insurance check has been carried out:

A copy of this Risk Assessment should be kept in Club files in an electronic format and given to the event organiser.

** Delete as appropriate Delete below any hazards which are not present. Add any not identified below.*

List potential significant hazards here	List groups of people who are at risk from the significant hazards you have identified	List existing controls or note where information may be found.	List risks which are not adequately controlled and state the action needed	Tick when hazard is controlled ✓
Clutter on floors: Bags Mats	Everyone attending	<ul style="list-style-type: none">• The Club H & S Policy Statement gives guidance on keeping members' bags out of the way.• mats are lying flat and don't pose a trip hazard		

2 steep steps into house	Anyone with mobility issues	Handle available to both sides of steps OR step-free access by side-door and patio doors		
Toilet only upstairs	Anyone who has difficulty with stairs	Rail to one side of the stairs all the way up. Rail on the other side goes half way up the stairs.	Inform everyone attending in advance. Change venue if this is an issue. *	
Unfamiliar home	One member has a sight impairment	Members will assist member if necessary.		
Food poisoning	Everyone attending	Food Hygiene recommendations circulated at AGM and implemented for event.		
Small kitchen with door opening into it.	Anyone in kitchen	Keep door open. Minimise number of members in kitchen. Consider using trays for hot drinks and food.		
Allergies - food	Anyone with a food allergy	Members asked re: food allergies.	Notice/s displayed saying: We cannot guarantee that food is free from allergens. Members with food allergies advised to bring own food and keep it separate from buffet.	
Allergies - pet	Anyone with an allergy to pet hair. Anyone fearful of dogs or other animals. Any trip risks associated with animals.	Members asked re: pet allergies or fearful/wary of dogs or other animals	Inform everyone attending in advance if there are pets. Put dog/s or other animals in another room during the event. Change venue if an issue. *	
Slate garden paths are slippery when wet	Everyone attending		Move event inside if slates wet. or change venue if necessary *	
Access to back garden <i>Any other hazards?</i>	Everyone attending	Step-free access by side-door Chairs and tables on flat area.		
Poor lighting in areas to be accessed in evening	Everyone attending	Provide extra lighting for event	Change venue if poor lighting remains an issue *	

Remember to note in the table above any specific precautions which are required in relation to any member/s with individual needs.