

Risk Assessment Form for Public Venues

Risk Assessment for Inner Wheel Club

Assessment undertaken (date)

Risk Assessment carried out by:

Signed:

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

Event or Activity:

Address:

Date (of event/ activity): *this can be for the whole year*

Notes;

1. A Risk Assessment should be carried out for all IW get-togethers, be they small or large. Use Association or D129 examples.
2. The date can be specific or, if you are visiting on more than one occasion, can be a range i.e. *from July 1st 202x to June 30th 202x*
3. In Risk Assessment Table 2, include information on extra precautions to be taken a) in respect of any individual member with specific needs such as sight impairment or dementia-type symptoms e.g, confusion b) if there are venue-specific precautions to be taken.
4. For large meetings and events, Clubs should ask public venues for evidence that they have public liability insurance and risk assessments. A large meeting is one where more than 20 members are likely to be present.
5. A copy of this Risk Assessment should be kept in Club files in an electronic format.

GUIDANCE ON COMPLETING THE FORMS OVERLEAF

SECTION 1 Risk Assessment Checklist items confirming that the venue is suitable.

*Delete any comments in the box which are **not** applicable.*

SECTION 2 Risk Assessment Table

To be completed as/if necessary where there are venue-specific requirements such as not going on a Hayride if you have a bad back!
Consider whether any IW members attending have individual needs e.g., food allergies; those with hearing impairments to be seated near front facing speaker; those who may need to leave seated next to exit; those with a sight impairment who may need some assistance.

RISK ASSESSMENT

SECTION 1 Checklist (*Delete any comments in this box which are **not** applicable to the venue and comment in Section 2 if necessary*)

PARKING:

- ample parking at venue site;
- blue badge spaces at entrance;
- parking and outside surfaces are even, stable and do not pose a significant fall risk;
- buggy/shuttle available to take members to main buildings and/or round gardens;
- lighting is sufficient if accessing and exiting in the dark.

ACCESS:

- changes in level clearly signposted; even, stable surfaces;
- wheelchair accessible with plenty of space to move around in clutter free walkways;
- any steps are relatively shallow and safe **and/or** there is alternative access via slopes or ramps or lifts;
- step-free accessible toilet available;
- Venue accessibility guide available c.f. <https://www.nationaltrust.org.uk/visit/cornwall/lanhydrock>;

FOOD AND DRINK:

- venue provides trays for carrying food and drink;
- table service provided or members are willing to help those who need assistance with carrying drinks, etc.;
- food on display is covered;
- surfaces are sanitized;
- chairs are stable and chairs with arms can be provided;

OTHER PRECAUTIONS:

- Members have been advised to carry In Case of Emergency (ICE) cards listing contact for next of kin;
- **Insurance note:**
- (*For events/meetings at which more than 20 members will be present.*) The venue has emailed over a copy of their Certificate of Public Liability Insurance Cover and Risk Assessment to the Club **or** confirmed these are in place in an email

SECTION 2 Risk Assessment Table for specific significant hazards and for individuals with specific needs.

List potential significant hazards here <i>e.g. Unfamiliar situation</i>	List groups of people who are at risk <i>e.g. member can become disorientated and confused.</i>	List existing controls or note where information may be found. <i>e.g. other members are willing to assist if necessary.</i>	List risks which are not adequately controlled and state the action needed <i>e.g. ask relative to accompany member if necessary</i>	Tick when hazard is controlled ✓