**Risk Assessment Form**

**Risk Assessment for the Inner Wheel Club of**

**Event or Activity:**

**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 reminder:** 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. Large public venues should be asked to provide a copy of their certificate of liability insurance cover and risk assessment (or at the very least should be asked to confirm in an email that these are in place). See Risk Assessment for Public Venues for further advice.

**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.*

*The D129 Club Example of Health and Safety Policy Statement July 2025 gives examples of the type of risks to look out for.*

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| --- | --- | --- | --- | --- |
| **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**  **✓** |
|  |  |  |  |  |