**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 xxxxx’s 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 | * 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  *Any other hazards?* | 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.**