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