



RISK ASSESSMENT – Add Name of Group

Person completing assessment	Job title	Assessment date

Venue / location:

Date of activity:

Persons at risk	Number	Further Details	Are any disabled?	Comments
Group Members	Between 3 – 15	Each session is attended and delivered by the group membership, but numbers can vary depending on prior commitments or events.	<input type="checkbox"/> Yes <input type="checkbox"/> No	The activity is a monthly event held at XXXX where the group's membership convenes to provide participants with the chance to social interact easing feelings of social isolation & loneliness.
Volunteers	Approx. 2	Each session's activities are provided by volunteers who lead on a voluntary basis	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	The group's membership and participants will have opportunity to interact in a safe, private space within XXXX .
Contractors/partners	0		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Public / Others	Unknown	Members of the public participate in group sessions however attendance figures can fluctuate	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Unknown	Activities will be mainly chatting & whilst enjoying drink & will be available for all participants to enjoy.

What is the hazard?	Who might be harmed and how?	What are you already doing to control any risk?	Do you need to do anything else to control this risk?	Action by who?	Action by when?
Venue					
Room Access	XXXX Group Members, Library Staff and/or members of the public (participants) – room access point	The room is designated for use by XXXX each session where signage is placed and maintained re pedestrian access and safety.	Ensure that pedestrian access is not inhibited by equipment used which could cause trip hazards or such like.	XXXX Group Members and venue Staff.	Each time a session is undertaken
Room Egress Routes	XXXX Group Members, Library Staff and/or members of the public (participants) – room access point	The room is designated for use by XXXX each session where signage is placed and maintained re pedestrian access and safety.	Ensure that pedestrian access is not inhibited by equipment used which could cause trip hazards or such like.	XXXX Group Members and venue Staff.	Each session undertaken
Escape Routes	XXXX Group Members and participants – could be subject to injury or other potential physical injury if working in confined or cluttered space	Ensuring tables, chairs, and portable equipment are not blocking emergency exits or walkways positioned safely.	Regular checks to ensure that equipment has not been moved to block access/egress routes and is continued to be used safely.	XXXX Group Members	Each session undertaken
Trips and falls	XXXX Group Members, venue Staff and/or members of the public (participants) – tripping on portable equipment such as tables, chairs, bins, and cables.	Ensuring that all portable equipment doesn't cause obstruction. Ensuring ground cables are covered by safety mats/tape to clearly highlight the trip hazard	Ensure that the ground is as even as possible No obstructions such as bags etc... left on the ground to minimize potential for trip hazards.	XXXX Meeting Group Members	Each session undertaken

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Fire risk	XXXX Group Members, venue Staff and/or members of the public (participants) – outbreak of fire cause burn injuries and potentially cause a major health hazard	Ensuring the event is held in an area with exit routes free from obstruction Enforcement of appropriate policies and procedures to ensure safe systems of working Access to a fire extinguisher	Fire safety check on set up at every event Fire extinguisher regularly/maintained by venue Staff	XXXX Group Members Venue Staff	Each time a session is undertaken Regular intervals per manufacturers guidance
Electrical Safety	XXXX Group Members, Venue Staff and/or members of the public (participants)– could cause fire risk	Any electrical cables required checked and certified safe for usage PAT Tested	Regular visual inspection undertook with any defects rectified for safe usage	XXXX Group Members	Each time a session is undertaken
Insurance - Public Liability	XXXX Group, Venue Staff and/or members of the public (participants)– should an accident occur all persons need to be protected in case injury/death via insurance	Appropriate policy of insurance in place re public liability re event supplied by room hire venue – Venue or XXXX Group	N/A	Venue Staff XXXX Group	Prior to attendance
Safeguarding Policies Vulnerable Persons	XXXX Group Members – should an accident occur all persons need to be protected in case injury/death via insurance	Ensure appropriate policy of safeguarding in place re vulnerable persons attending each event	Ensure any amendments are actioned in a timely fashion and all Group members are aware of the policies in place	XXXX Group Members	Prior to attendance

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Violence and threatening behaviour	XXXX Group Members may suffer assaults, threats and abuse from members of the public.	XXXX Group Members advised not to resist a robbery or retaliate re any abusive person. Staff provide good, polite service and are told not to confront abusive customers. XXXX Group Members report incidents of abuse etc to Library Manager discusses with them in addition to completion of incident form (On a no-blame basis)	Contact local police station to get advice on what else can be done. Chairperson to talk to XXXX Group Members about coping with any such incidents prior to attendance and after should any occur	XXXX Group Members	Prior to attendance and during each event
First Aid Kit	XXXX Group Members or venue Staff – scissors and fluids in kit could cause injury or slip hazard	First Aid Kit supplied by Venue or XXXX group which is appropriately stocked as per manufacturers guidance and secured	Venue staff or XXXX ensure regularly inspected and replenished if necessary.	Venue Staff. XXXX Group	Each time the equipment is used.

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Activities					
Talking / Chatting	Any group member or participant participating.	Each participant made aware of surroundings ie. Tables & chairs	Regular visual checks completed – any defects or replenishments rectified prior to continued usage. Interaction with participants re advising of dangers.	XXXX Group Members.	Each time equipment is used a visual inspection is conducted and participant advised re oral digestion dangers.
Sitting	Any group member or participant participating.	Each participant made aware of surroundings ie. Tables & chairs	Regular visual checks completed – any defects or replenishments rectified prior to continued usage. Interaction with participants re advising of dangers.	XXXX Group Members.	Each time equipment is used a visual inspection is conducted and participant advised re oral digestion dangers.

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Manual handling	XXXX Group Members may need to lift equipment such as, tables, chairs, gaming equipment and bins	Ensuring that manual handling policy is up to date and understood by all XXXX Group Members	N/A	XXXX Group Members	XXXX Group Members during training for usage of equipment in question
Trips and falls	XXXX Group Members, Venue Staff and/or members of the public (participants) – tripping on uneven ground and/or portable equipment such as tables, chairs, bins, and cables	Ensuring that all portable equipment does not cause obstruction and is secured appropriately Ensuring where cables will be trailing on the ground and safety mats/tape is used to clearly highlight the trip hazard	Ensure that the ground is as even as possible No obstructions such as bags etc... left on the ground To minimize potential for trip hazards.	XXXX Group Members	Each time a session is undertaken

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Hygiene					
Hand Sanitizer Station	XXXX Group Members, Venue Staff and/or members of the public (participants) – spread of germs	Ensure access to hand sanitizer during the event to prevent the spread of germs i.e., Covid-19	Encourage usage of hand sanitizer by members of the XXXX Group attending	XXXX Group Members	Regular intervals during each session