

Location: Hired Hall

Review Date:

RISK	CONTROL MEASURES	ADDITIONAL CONTROL MEASURES
Awareness raising	<ul style="list-style-type: none"> <li>• Copy of Risk Assessment available for all to consult</li> </ul>	<ul style="list-style-type: none"> <li>• Oral reminder given at beginning of group session.</li> <li>• Group leader to have copy of Risk assessment for any participant to read.</li> </ul>
Slips, trips and falls	<ul style="list-style-type: none"> <li>• Floor free from trip hazards</li> <li>• Floor free from water due to weather conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Oral reminder about keeping floor space tidy.</li> <li>• All spillages/water cleared up immediately.</li> <li>• All present to be vigilant for this hazard.</li> </ul>
Fire	<ul style="list-style-type: none"> <li>• Awareness of exit route from hall</li> <li>• Awareness of evacuation procedures</li> <li>• Awareness of nearest assembly point</li> <li>• Register of participants</li> </ul>	<ul style="list-style-type: none"> <li>• Keep door of room clear at all times.</li> <li>• Oral reminder regarding evacuation procedure eg leave belongings, close door</li> <li>• Reminder of assembly point</li> <li>• Follow venue instructions at assembly point.</li> <li>• Group leader has list of participants present.</li> </ul>
Injury/ accident	<ul style="list-style-type: none"> <li>• First aid materials available</li> <li>• Emergency contacts available</li> </ul>	<ul style="list-style-type: none"> <li>• Venue first aid box/ own first aid pack.</li> <li>• Trained first aider.</li> <li>• Oral reminder of ICE cards.</li> <li>• Blank ICE cards available.</li> <li>• Record incidents in Report form.</li> <li>• Completed incident report forms passed to Chair or Secretary.</li> </ul>
Health / hygiene	<ul style="list-style-type: none"> <li>• Toilet /washing facilities available.</li> <li>• All participants to review own health and circumstances prior to taking part.</li> </ul>	<ul style="list-style-type: none"> <li>• Hand sanitiser available.</li> <li>• u3a Personal Risk Assessment (Hamilton and District) issued to all members when joining.</li> </ul>

Additional sheet specifically for Craft Group