

Location: Monthly Meetings

Review Date:

RISK	CONTROL MEASURES	ADDITIONAL CONTROL MEASURES
Awareness raising	<ul style="list-style-type: none"> • Copy of Risk Assessment available for all to consult 	<ul style="list-style-type: none"> • Oral reminder given at beginning of group session. • Committee Member to have copy of Risk assessment for any participant to read.
Slips, trips and falls	<ul style="list-style-type: none"> • Floor free from trip hazards • Floor free from water due to weather conditions 	<ul style="list-style-type: none"> • Oral reminder about keeping floor space tidy. • All spillages/water cleared up immediately. • All present to be vigilant for this hazard.
Fire	<ul style="list-style-type: none"> • Awareness of exit route from hall • Awareness of evacuation procedures • Awareness of nearest assembly point • Register of participants 	<ul style="list-style-type: none"> • Keep door of room clear at all times. • Oral reminder regarding evacuation procedure eg leave belongings, close door, do not run. • Reminder of assembly point • Follow venue instructions at assembly point. • Committee member has list of participants present.
Injury/ accident	<ul style="list-style-type: none"> • First aid materials available • Emergency contacts available • Care taken when handling hot liquids. • Cables for electronic equipment taped to floor and warnings given. 	<ul style="list-style-type: none"> • Venue first aid box/ own first aid pack. • Trained first aider. • Oral reminder of ICE cards. • Blank ICE cards available. • Tea/coffee brought to hall on a trolley. Cup holders used to prevent hot spillages. • Record incidents in Report form. • Completed incident report forms passed to Chair or Secretary.
Health / hygiene	<ul style="list-style-type: none"> • Toilet /washing facilities available. • All participants to review own health and circumstances prior to taking part. 	<ul style="list-style-type: none"> • Hand sanitiser available. • u3a Personal Risk Assessment (Hamilton and District) issued to all members when joining.