

Location: Outside Venues

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. • Group leader to have copy of Risk assessment for any participant to read.
Slips, trips and falls	<ul style="list-style-type: none"> • When appropriate, on public transport, remind participants to watch footing and to use safely measures such as handrails, etc. • 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. • Oral reminder about being vigilant in relation to hazards associated with the activity. • Venue uses a wet floor warning sign.
Fire	<ul style="list-style-type: none"> • Awareness of exit route. • Awareness of evacuation procedures. • Awareness of nearest assembly point. • Register of participants 	<ul style="list-style-type: none"> • Oral reminder regarding evacuation procedure eg leave belongings, do not run • Reminder of assembly point • Follow venue instructions at assembly point. • Group leader has list of participants present.
Injury/ accident	<ul style="list-style-type: none"> • First aid materials available • Emergency contacts available 	<ul style="list-style-type: none"> • Venue first aid box/ own first aid pack. • Venue First aider /Trained first aider. • Oral reminder of ICE cards. • Blank ICE cards available. • 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.