

Poetry Group Risk Assessment – Location: 266 Cooks Lane, Kingshurst, Birmingham, B37 6NE
Completed by: Dave Abbott

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Who needs to action this?	Action Completed State the date completed and sign.
Injury from moving chairs	Attendees	Advise those moving chairs prior to sitting down and standing up to be careful of impact injury to self or impact injury to another member.	None	DA	
Trip hazards within house from front door in hall and lounge and between lounge and WC	Attendees	Facilitators to ensure no trip hazards exist before arrival of members. Members to be advised to move bags etc in order to ensure no trip hazards are present. WC is on the ground floor - ensure trip hazards in hallway have been removed.	None	DA	
Electric cables in area of group meeting	Attendees	Ensure any cables present are out of reach or not present on floor.	None	DA	
Fire - injury due to not leaving building or rushing	Attendees	Advise all before meeting starts of procedure should a smoke detector activate and an evacuation is necessary.	None	DA	

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Risk of scalding from hot drinks	Attendees	Only facilitators to make, serve and distribute hot drinks	None	DA	
Access and egress arrangements are safe	Attendees	Drive way is level and flat and step into porch and threshold over front door are pointed out to attendees before entering	None	DA	
Lounge is sufficiently warm or well ventilated		Heating system on if necessary. Windows and/or patio door is open.	None	DA	