

SCRAMBLE GROUP
SHARD END LIBRARY

Risk Assessment Tick Sheet to be completed by the Facilitator or person chairing the group.

Note 1: The assessment may only need to be completed once at a regular venue if there are no changes to the premises.

Note 2: Facilitator or person chairing the group must ensure that the group members or visitors are aware of the contents of the assessment.

Note 3: The primary responsibility for an external venue lies with the venue owner/landlord who has the 'Duty of Care' for persons using the facility.

This is an 'aide memoir' only.

Ensure everyone is aware of the fire procedures.

- Fire exits
- Fire alarm sound type
- Fire assembly points

Ensure the attendance log is completed for each meeting

Ensure everyone aware of the location any potential hazards.

- Trip
- Sharps
- Electrical
- Traffic
- Times/places of reduced visibility
- Other

Does everyone know where the 'amenities' are?

Note: Use the NOTES sheet for recording additional information relating to any of the specific hazards identified above.

i.e., 'Trip' - It has been noted that the carpet is worn by the entrance door that could pose a trip hazard. Action: Highlight the hazard at the entry point and inform the manager/landlord as soon as possible.