

VENUE RISK ASSESSMENT CHECKLIST – Group Leaders

Group Leader – complete the Activity Risk Assessment Checklist once a year and update if any changes.

Name and Address of Venue		Areas of Venue Assessed e.g. Entrance/Passageway/Room/Toilet/Kitchen			Date of Assessment	
Hazard/Risk	Actions to take to mitigate hazard/ risk	Risk Rating			Notes	
		Likelihood	Severity	Risk Rating		
1. Accidents Accessibility – e.g. limited mobility/trip hazards/sound Emergency – e.g. fire alarm/evacuation Moving Seating – e.g. moving chairs Electrical – e.g. equipment	<i>Group Leader to visit venue before use and provide information to members to ensure they can make personal informed decisions. Request venue risk assessment details.</i>	1 Seldom 2 Frequently 3 Certain	1 Low (minor injury) 2 Medium (serious injury) 3 High (fatality)	1-2 Low 3-4 Medium 6-9 high priority		
2. Infection Cleanliness – e.g. venue/facilities/equipment Food/Drink Air Circulation	<i>Group to check with venue when it is cleaned and to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door, keys and toilet handles.</i>					
3. Illness or Accident in Venue	<i>Follow Venue instructions. Move person to safe area, obtain contacts. Complete incident Form,</i>					

Signature of Group Leader:	Date of Completion:
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