

## RISK ASSESSMENT CHECKLIST (Group Leaders)



|              |  |
|--------------|--|
| <b>GROUP</b> |  |
| <b>VENUE</b> |  |

|   | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Comments |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------|
| Are emergency exits unlocked and unobstructed?  |     |     |     |     |     |     |     |     |     |     |     |     |          |
| Are corridors and doors unobstructed and hazard-free?   |     |     |     |     |     |     |     |     |     |     |     |     |          |
| Are fire extinguisher and first aid box in place?   |     |     |     |     |     |     |     |     |     |     |     |     |          |
| Are toilet and kitchen facilities adequate and clean?   |     |     |     |     |     |     |     |     |     |     |     |     |          |
| Have any electrical cables been visually checked?   |     |     |     |     |     |     |     |     |     |     |     |     |          |
| Do any tables, chairs or equipment need to be moved?<br><i>(Ask for appropriate help to move any heavy items)</i> |     |     |     |     |     |     |     |     |     |     |     |     |          |
| Have you completed Attendance Register?   |     |     |     |     |     |     |     |     |     |     |     |     |          |
| Have you given fire alarm instructions?   |     |     |     |     |     |     |     |     |     |     |     |     |          |
| Have you pointed out emergency exits and assembly points?   |     |     |     |     |     |     |     |     |     |     |     |     |          |
|   |     |     |     |     |     |     |     |     |     |     |     |     |          |