

Risk Assessment

Activity: Art Appreciation

Group Leader: Jane Innes

Possible Hazard	Mitigation
Stairs up to the meeting room...less able members may have difficulty ascending.	There is a back entrance without stairs.... # Group leader to ensure everyone knows this ..and also ensure that other users of the Bookery are aware of a group taking place which may need the entrance doors to their meeting space may be used. #Leader to talk to Bookery to ensure the other group know not to block this door/are aware that other Bookery users may need access this way.
Fire	Group leader to register people on arrival. Ensure members know where escape routes are and where the meeting point is ..GL to take register if safe to do so.
Tables in meeting room may inhibit swift access to escape door...	Move tables nearer the TV Screen to ensure all members are able to move freely ..
Small meeting room..Coughs/colds etc	Group leader to ensure windows are open/ closed at end of session.
Toilets – the disabled toilet door is very heavy	#Group leader to inform members where the toilet is. #Make sure that the less able members are able to open the door... if not ensure that there is an offer of help from other members.

There is a possible trip hazard in the doorway between the kitchen room and the meeting room adjacent to the stairs.	Alert members and any subsequent new members of this doorway trip hazard.
Sudden severe illness of a member.	Group leader has an emergency contact number... friend or relative.(if possible) ...and all members know where the emergency contact sheet is # Group leader to ensure that members know... not to hesitate to call an ambulance in case of life threatening emergency. Address of The Bookery is : 21 High St, Crediton EX17 3AH
First Aid	Inform members where the First Aid box is in The Bookery.
Small kitchen area /multi use kitchen	Group members to make their own hot drinks ..to avoid crowded small kitchen area. Ensure cups are clean before use. Members put their own cup in the dishwasher on leaving.