

Risk Assessment

Activity: The Bookery Events (e.g. Poetry)

Group Leader:

Possible Hazard	Mitigation
Stairs up to the Meeting Room/Link Room/Kitchen.	There is a side entrance without stairs directly to the Link Room. Group Leader to ensure all members know this and also ensure that any group in the Link Room are aware that u3a members may need to access that door.
Fire	Group Leader to register people on arrival. Ensure members know where escape routes are and where the meeting point is as directed by The Bookery staff. GL to take register if safe to do so.
Fire Escape	Secondary Fire Escape from Meeting Room is up a set of stairs. If the primary exit through the kitchen is not available, the Group Leader will provide assistance up the stairs.
Furniture in meeting room may inhibit swift access to escape routes.	Move furniture, if necessary, 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 small step (possible trip hazard) between the Link Room and the Kitchen (with the Meeting Room further into the building).	Alert members and any subsequent new members of this step.
Sudden severe illness of a member.	Group leader has access to the Emergency contacts on Beacon, if it has been filled in. 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. There should be a First Aider on The Bookery staff present at all times.
Small kitchen area /multi use kitchen	Group Leader to make drinks, maybe with one assistant, to avoid crowded small kitchen area. Ensure cups are clean before use. Members put their own cup in the dishwasher on leaving.