

Risk Assessment

Activity: Meetings at Elephant on Green

Group Leader: Various

Possible Hazard	Mitigation
Sudden Illness of Member or Incident.	Register of all attending members by means of a 'Signing In' book upon entering venue. 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.
Fire	Group Leader to ensure he /she is fully conversant with position of all Fire Exits, relevant notices, and firefighting equipment and its uses / methods of working .
	Group Leader to point out positions of fire exits and equipment to attendees prior to commencement of activity.
	Group Leader to identify Assembly Point external to building to attendees in the event of an evacuation.
	Group Leader to be familiar with local emergency telephone numbers plus number of venue owner
	Group Leader to ensure all attendees have left venue at end of activity.