

Interest Group: Photography 1		Venue: St Joseph's Small Hall, Dorking	
Nature and brief description of activity: Monthly meeting			
Group leader(s): Mike Docker, Faith Docker		Day/time: First Tuesday of the month, 2-4pm	
Risk assessment completed by: Mike Docker		Date: October 2022 onwards	
		Yes/No	Further Action/Controls
1. Venue			
a. Is venue on transport route? Is parking available?		Yes	Ample parking on site
b. Is access suitable for all members attending, including wheelchair users?		Yes	There is a ramp into the hall
c. Can members use different entry and exit points to avoid bottlenecks?		No	
d. Is venue large enough to allow for social distancing and safe practice of activity?		Yes	
e. Are all aware of emergency procedure for the building? (fire alarm; escape route; designated assembly point)		Yes	Remind assembly at each meeting
f. Is area free from obstructions & trip hazards?		Yes	
g. Is ventilation and heating adequate to ensure well-being of members?		Yes	
h. Are toilet facilities adequate and accessible for all including wheelchair users?		Yes	
i. Is IT equipment in place if needed and safety checked?		Yes	
j. Are refreshments available?		Yes	Separate kitchen for refreshments

	Yes/No	Further Action/Controls
2. First Aid and Personal Health		
a. Is there a defibrillator / first aid kit on the premises?	Yes	First aid kit available (under sink in kitchen)
b. Are members aware of current Government guidelines for Covid19? (see below if regs apply)	Yes	
3. Equipment		
a. Are participants aware of equipment, drink and personal protection needed to ensure safety and comfort during activity?	N/A	
b. If equipment is brought to or stored at venue, is it in good repair for safe use?	Yes	
c. Is anyone responsible to oversee safe use, cleaning and storage of equipment?	Yes	Mike Docker
4. Administration		
a. Is attendance sheet up to date with member contact details?	Yes	
b. In case of accident, is incident report available?	Yes	Need to bring blank reports

COVID safeguarding actions

Members to review own personal health and circumstances with reference to Government guidelines for Covid19	<ul style="list-style-type: none"> Members to consider personal health risk and circumstances of people isolating in the household. Members with possible Covid symptoms must not attend the session. Group leader to keep register with names and contact details. Group members to contact leader if they experience Covid symptoms/have a positive Covid test following attendance. Group leader contacts members to inform them and they isolate for 14 days from the date of contact. If using a venue, group leader informs key personnel if any member tests positive for Covid19. Members to observe specific guidelines such as use of sanitiser, social spacing, use of masks if appropriate or desired, safe storage of personal belongings.
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