

Basic risk assessment checklist

Risk assessments are undertaken for all events organised by the MND Association. This checklist is suitable for simple events such as branch and group meetings or support group meetings.

Venue name	
Venue location	
No. of attendees	
Date/time of event	
Event description	
Name of person completing form	
Date	

Please consider the following areas when you are responsible for organising an event on behalf of the MND Association in a multi-use community venue.

What do you need to consider?

- Step 1: Identify the hazards;
- Step 2: Decide who might be harmed and how;
- Step 3: Evaluate the risks and decide on precaution;
- Step 4: Record your findings and implement (share with CSC and retain for at least 3 years)
- Step 5: Review your risk assessment and update if necessary

Venue Safety Measure	Comments
Is there suitable/ sufficient heating & lighting?	
Are the first aid arrangements commensurate with the event?	
Are the evacuation route(s) clear and exits clearly marked?	
Does our employer liability insurance cover this event?	
Has all potential for any trips or falls been removed?	
Is there a suitable refuge area?	
Have the housekeeping rules been shared with attendees?	
Are electrical appliances protected from damage/weather?	
Is there a venue staff member on-site / contactable?	

Any other risks or actions that have been identified:

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Accessibility

In addition to assessing the risks associated with an activity it is important that they are also, as far as possible, accessible in order that there are no barriers to participation. You may find it helpful to work through the list below when planning your event.

Accessibility	Comments
Parking	
Drop off point for disabled passengers	
Spaces for disabled drivers	
Unencumbered route between disabled driver spaces and venue	
Other parking at venue or nearby	
Public transport	
Arrives/departs close to venue	
Main entrance and reception	
Step free access	
Hearing loop	
Public areas, restaurants, refreshment areas and corridors	
Wide corridors (minimum 1.2 metres)	
Wide doorways (minimum 0.8 metres)	
Space to turn a powered wheelchair (minimum 1.8 X 1.8 metres)	
Flat or ramped floors	
Lifts to all floors being used (minimum 1.2 X 1.2 metres)	
Toilets	
Accessible	
Space to accommodate a carer	
Space to accommodate a powered wheelchair (minimum 1.8 X 1.8 metres)	
Event and break out rooms	
Hearing loop	
Fire and emergencies	
Step free routes	
Safe space fall-back	

NHS, Local Authority and Hospice premises

For the most part the NHS, Local Authorities and Hospices work hard to ensure that their premises are accessible and generally there will be no need to work through the checklist if using one of their sites.

It is however still worth keeping an eye out for things that may create potential barriers.