



RISK ASSESSMENT FOR MOTHERS' UNION EVENT/MEETING

This risk assessment should be carried out in advance of the meeting/event, before people begin to arrive and when there is sufficient time to deal with any emerging issues. Certain items may have to be checked later, e.g. displays will not be ready till the last minute. The assessment should be carried out by two people, one checking, one recording. The document should be kept safely during the next year i.e. until such time as there is no further possibility of come-back.

- Who will take charge if there is an emergency?
- How do the fire alarms work and where are the extinguishers?
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- Where are the fire exits and are they unlocked?
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- Is there a qualified first aider present in case someone takes ill or has an accident?
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- Are the premises insured?
- Who is responsible for the venue and who do we contact if there is a problem?
.....
- Catering – Are we satisfied that all health and hygiene best practice has been observed?
.....
- Have the stands/displays we have erected been checked and found to be stable and safe?
.....
- Electrical equipment being used – have we carried out a visible inspection of plugs and leads?
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- Have we checked that any trailing cables have been covered by hazard safety tape to minimise tripping?
.....
- Have we ensured that boxes of goods for distribution are stored safely and evenly so as to avoid falling objects?
.....
- Are there facilities for disabled - toilets etc - and, where are they?
.....
- Have persons lifting loads been advised of best manual handling practice?
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BASIC GUIDELINES FOR MAUAL HANDLING

- 1. THE TASK:
Can you avoid or reduce twisting, stooping, reaching or strenuous pushing or pulling? Can you vary the work to ensure there is sufficient rest or recovery time? Can you shorten carrying distance? Can you improve the workplace layout?
- 2. THE INDIVIDUAL:
Is the right person with sufficient strength and health doing the job? Can you give your staff more information about the range of tasks?
- 3. THE LOAD:
Can you make the load more stable or easier to hold? Can you reduce it by moving smaller quantities? Can you use a mechanical aid such as a trolley or forklift truck? If it is a box, do you know that what is in it isn't harmful?
- 4. THE ENVIRONMENT:
Can floor obstructions be removed? Is the floor level? Is the lighting sufficient?

SIGNED.....

DATE.....

SIGNED

DATE

DETAILS OF THE EVENT:

Please remember this form should be kept safely for one year: in the MU Office at St Michan's if the event has been covered by the All-Ireland insurance or, if covered by parish insurance, then the completed Risk Assessment Form should be kept in the respective Parish Office.

EVENT: _____

LOCATION OF EVENT: _____

DATE OF EVENT: _____

NOTE FOR INFORMATION:

INSURANCE

Mothers' Union insurance covers all branch meetings with liability for up to 200 members. However, if your event involves members of the public and is not a regular branch meeting, then All-Ireland must be informed via your Diocesan Secretary, at least one month in advance of the event to ensure suitable cover is in place.