

DUTY OF CARE FOR YOUR WEEKLY AL-ANON MEETING

Al-Anon's responsibility for health and safety at premises during meetings

Our insurer has requested that we demonstrate that we have been mindful of Al-Anon's responsibilities for the health and safety of attendees at Al-Anon meetings. To this end we ask that members look at their Group's venue for any potential hazards.

PLEASE COMPLETE AND RETAIN FOR YOUR RECORDS

Please consider the list below, adding any other hazards at your particular venue, and keep with your Insurance letter in your Group files. The insurance letter can be downloaded from the website at al-anonuk.org.uk/members/info-groups/insurance

	Category of Hazard	What elements of risk have been identified?	What precautions have been taken?
1	Equipment you bring to the space eg electrical projectors, kettles, extension cords. Check that wires do not create a hazard – eg trailing wires creating a trip hazard – and that equipment is not faulty.		
2	Fire exits are fully accessible, ie not blocked. No unattended burning candles.		
3	Any unsafe exits are sealed or warning signs provided.		
4	Protrusions from the ceiling or low headroom entrances have a warning sign.		
5	Spills/breakages are cleared promptly.		
6	Heavy objects are not lifted or moved without due care to the lifters.		
7	Other hazards are identified and signposted where necessary.		
8	Check there will be enough lighting throughout the site/venue, including adequate temporary emergency lighting if the event goes on after dark.		
9	Any other hazards?		

This document demonstrates that Al-Anon members have taken due care for the safety of those attending an Al-Anon meeting. We suggest that the form is brought to the Group to consider. Please keep this document with the Group's papers. If it were to be needed this would become immediately apparent, in which case please forward it to the General Service Office.

Presented to the.....Group
(Please insert name and day of the week)

Date:



Background on Risk Assessments

Everyone who organises weekly meetings or manages premises that attract members of the public needs to have a health and safety management checklist to anticipate, monitor and control potential risks. AI-Anon has responsibility for safety at its meetings' premises and we renew public liability insurance annually.

Hazard = something with the potential to cause harm

Risk = the likelihood and severity of the harm that may occur.

Management

- Look for the hazard
- Who might be harmed and how?
- Are existing precautions adequate? If not, what more should be done?
- Record and retain your assessment in case of accidental injury

In case of accident

Please inform the General Service Office +44 (020)7593 2070 asap.

Suggested Risk Assessment to ensure safety of others:

In taking action, ask yourself:

- a Can I eliminate the hazard altogether? And, if not,
- b How can I reduce the risks so that harm is unlikely

Possible measures to eliminate the hazard or reduce the risks may include:

- Closing all areas which may be dangerous
- Signposting hazards
- Posting and training sufficient volunteers to indicate any hazards to visitors and take charge in an emergency
- Providing emergency routes that are safe for all

AI-Anon General Service Office
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