

DUTY OF CARE

Concerns for safety when AI-Anon has responsibility for premises for a public event

Our insurer has requested that we indicate that we can show that we have been mindful of AI-Anon's responsibilities for the health and safety of attendees at AI-Anon events.

To this end we ask that you look at the venue for any potential hazards that may present themselves.

At events where people and children are moving around in unfamiliar surroundings, additional hazards can be presented.

Could you please complete this form - Page 1 - and retain in your files. Refer to page 2 for the background on risk assessments.

	Category of Hazard	What elements of risk have been identified?	What precautions have been taken?
1	Equipment you bring in to the space eg electrical projectors, kettles, extension cords. Check that wires are not creating a hazard – that no trailing wires create a trip hazard - that the equipment is not faulty. Expensive equipment – see note ❖		
2	Fire exits are not blocked eg by tables or trestles		
3	Any unsafe exits are sealed or warning signs provided		
4	That protrusions from the ceiling or low headroom entrances have a warning sign.		
5	That spills/breakages are rapidly cleared.		
6	That heavy objects are not lifted or moved without due care to the lifters.		
7	Other hazards identified eg unattended burning candles etc.		

❖ If a member brings expensive equipment eg, sound equipment, into a venue, please ask them to check that they carry personal insurance for that equipment. AI-Anon's policy will not cover this.

Please note that you are not signing on behalf of Family Groups Limited, but as a committee member who has viewed the venue. This document shows that an AI-Anon member has demonstrated that we have taken due care for the safety of members of the public attending an AI-Anon event. Please keep this document with the committee's papers for a short period. If it were to be needed this would become immediately apparent. In which case please forward to the General Service Office.

Signed:

Date:

Background on Risk Assessments

Everyone who organises events or manages premises that attract members of the public need to have a health and safety management system to anticipate, monitor and control potential risks. We owe a duty of care to all who attend our events and the venues we hire for those events.

Hazard = something with the potential to cause harm

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

Process for Hazard 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

Inform the General Service Office +44 (020)7407 0215

Example of Risk Assessment undertaken by a public authority

In taking action, ask yourself:

- a. Can I get rid of the hazard altogether? And if not,
- b. How can I control the risks so that harm is unlikely?

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

- ☞ Closing all areas which could be dangerous
- ☞ Signposting hazards
- ☞ Posting and training sufficient volunteers to point out any hazards to visitors and take charge in an emergency
- ☞ Checking your First-Aid kit is complete
- ☞ Making sure there is a telephone on site
- ☞ Operating a strict non-smoking policy
- ☞ Providing emergency escape that is safe and effective for all
- ☞ Liaising with outside organisations such as police and other emergency services

**AI-Anon General Service Office
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