

NoWAL Risk Assessment Checklist

Event Title:			
Assessed by:		Signature:	
Job Title:		Date:	
Institution:		Location:	

	Description	Yes/No	Comments	Action Required
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1	Has an assembly point been identified and informed to participants?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
2	Have participants been informed of fire/safety drills?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
3	Do you have first aid provision?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
4	Are there any accessibility issues including access for disabled participants?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
5	Are there any risk from site hazards/ health and safety that participants should be aware of?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
6	Is the venue, capacity and room size adequate for the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
7	Has general building and housekeeping information been communicated to participants?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
8	Are there any other issues?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

To be completed on the day of the event and returned to Nicky Freeman, NoWAL Operations Officer. n.freeman100@salford.ac.uk