

Support Group Hazards Checklist

Introduction

This checklist will help your Support Group record details of a safety inspection of any venue or location where you meet formally or informally as members of the Group.

If a hazard is identified, it is your Group's responsibility to take action to avoid the hazard, lessen the risk, or remove the hazard by working with whoever is locally responsible.

If a hazard is identified and/or or a hazard is identified and action is taken, it must be reported via email or telephone call to:

Felicity Jones
Support Group Coordinator
T: 02 8051 1900
E: felicity.jones@parkinsonsnsw.org.au

Please complete this form and the accompanying checklist

Person completing this form

Name:

Position:

Support Group:

Email Contact:

Phone Contact:

Signature:

Date:

Name of meeting venue:

Address of meeting venue:

.....

Please complete a new form if your regular meeting venue changes.

Please complete a checklist for every venue or location where your Support Group meets formally or informally or participates in Group activities.

Potential Hazards (Tick one applicable column for each)	Safe	Unsafe	Not Applicable
Slip, Trip and Fall:			
Stairs, steps, edges			
Handrails			
Pathways (cracked or lifted)			
Car park potholes			
Wet or slippery surfaces			
Raised edges in walkways			
Worn or loose carpet, rugs, mats			
Wheelchair ramps, access			
Access to lifts, escalators			
Damaged flooring			
Tables, chairs, benches			
Stage			
Leads and cables on floor			
Electricity:			
Plug in electrical cables are tagged			
Electrical equipment in wet areas			
Power outlets are RCD protected (check with property owner/manager)			
Electrical leads, switches and power outlets are in good condition			
Adequate lighting			
Other:			
Manual handling and lifting			
Available exits in an emergency			
Other hazards			