

Hertbeats Risk Assessment

What is Hertbeats?

Hertbeats is an informal social group that aims to provide exercise opportunities, practical advice, information and help to cardiac patients and their families in the St. Albans and surrounding areas. **Hertbeats** arranges a variety of activities and gatherings – all opportunities to meet old and make new friends. **Hertbeats** helps those with heart problems lead a fuller life by arranging exercise groups, walks and social activities and outings.

Purpose of this Risk Assessment

HertBeats aims to be aware of current and evolving risks and to conduct appropriate assessments. **Hertbeats** aims to demonstrate that all reasonable measures to reduce the risks that might be faced have been taken, and also to show that all current and relevant guidance has been referred to in connection with all planned activities.

Item	Activity	Harm	Responsible person	Mitigations/ Current controls	Rating of risk L/M/H	Actions and timescale
1	Medical event during activity					
	Exercise classes	Cardiac episode Injury Death	Instructor	Members join classes after referral by NHS Rehab (with discharge papers), or by letter from a GP, or, on request, by assessment by the class instructor. ** See actions "for all activities" below	Low	Participants complete a form annually which includes medical history, medications and emergency contact details
	Golf days	Cardiac episode Injury Death	Leader	** See actions "for all activities" below	Low	
	Walks	Cardiac episode Injury Death	Leader	** See actions "for all activities" below	Low	
	Talks	Cardiac episode Injury Death	Leader	** See actions "for all activities" below	Low	
	Social events	Cardiac episode Injury Death	Leader	** See actions "for all activities" below	Low	
	**For all the above activities:					
	* Hertbeats should have a health and safety policy which members are requested to follow					
	* A First Aid kit and a qualified first-aider should be present at each event					
	* A full Hertbeats membership list, including emergency contacts for members, should be available at each event					Leaders should have access to membershipmojo at all times
	* Access to a defibrillator should be known when events are held in premises					Prepare a list of Hertbeats First Aiders, including those with Defib and CPR training - 12 months
						Committee should facilitate training for the above - 12 months
2	Organisation risk	Control of funds	Treasurer Committee	Authorisation levels on bank accounts Annual review of accounts	Low	
			Treasurer	Accounts presented at each AGM		
3	Legal action				Low	
	Personal liability		Committee	Insurance policy including public liability, libel and slander, and personal accident		Secretary - renew insurance policy - 12 months
	Financial harm		Committee	Insurance policy		