

# **The Henry Williamson Society Spring Meeting 12-14 May 2023**

## **Risk Assessment**

This risk assessment is undertaken to comply with our insurance policy.

- Members are reminded that it is their personal responsibility to decide on the level of their capability and whether they should participate in any of the Society's weekend activities.
- The front door of the Duke's Head Hotel has two steps, but there is level access via a side door. All the main communal rooms – reception, restaurant, bar, lounge – are on the ground floor.
- The Hotel has four floors. There are no guest bedrooms on the ground floor, but there is a lift to all floors. Any Member with mobility issues should request a room on the first floor and make themselves known to the Hotel's management, to prioritise egress in the case of emergency.
- The Hotel has two dedicated disabled bays in its private car park, and there is further disabled parking in the public car park in front of the Hotel.
- During the visit to Wells-next-the-Sea, Members should be aware that there is deep water next to the harbour, and to take care when walking beside the roads or by the sea.
- During the visit to the Norfolk Farm, there is some uneven or steepish terrain, so suitable outdoor footwear should be worn and care taken.
- If anyone offers a lift in a private car, they should ensure that they have insurance cover for passengers.
- Any activities engaged upon from breakfast onwards on the Sunday are at Members' own risk and are not covered by the HWS insurance.