

MADELEY & DISTRICT u3a

MEMBER HOME-BASED ACTIVITY - RISK ASSESSMENT CHECKLIST FOR GROUP COORDINATORS

This checklist is to help in the planning for a home-based activity. This is required to be completed by the member home-owner prior to use of the venue. A new form will be required if the venue changes or if any material physical changes to the property require a reassessment. This isn't an exhaustive list, so think carefully about any specific risks which may be encountered may encounter.

If any of the risks below require a "No" response, you should contact a committee member to agree mitigation actions as soon as possible.

	Risk Assessment Checklist	Yes	No	N/A
Prior to first use.	Is there enough space for all members in attendance?	✓	✓	
	Are there any trip hazards or anything that might make members slip or fall?		✓	
	Are all walkways that members have access to kept free from obstruction?	✓	✓	
	Are there enough seats for all members in attendance?	✓	✓	
	Maintain a register of attendees.	✓		
Electrical	Have you made sure there are no trailing leads or cables to prevent a member tripping?	✓	.	
	Have all cables in use for this activity been visually inspected to ensure they are intact and safe for use?			✓
Fire Safety	Are all exits unobstructed?	✓		
	Is there a working smoke alarm? (If you do not have a working smoke alarm, you can contact your local fire service for a 'Safe and Well Visit', during which they can fit a free smoke alarm in your home).	✓		
Wellbeing	Are light refreshments available to members? (e.g., water)	✓		
	Have members been made aware of any pets?			✓
	Ensure all members understand that they should withdraw from attending any activity if they have any health concerns which will hinder participation, and which could be transmitted to other members.	✓		

Other identified risks:	What will you do to mitigate these risks?
None	NIA.

Group Coordinator - Name..... Glenda Miller

Signature..... Glenda Miller

Date..... 25 August 2023.

35, GREENMEADOWS RD
CU3 9EY

You should forward a copy of this completed form to the Madeley U3A Secretary, retaining a copy for yourself.

Non-fiction Book Group.