

Interest Group SOUTHWELL U3A RECORDER GROUP	Date: 31/7/24 revised 1/6/2026 (in red)
Name of person completing risk assessment checklist: Ian Boothroyd (Group Leader)	
Description of Activity: Regular indoor meetings at Edingley Old School Room, and occasionally elsewhere, to play music on recorders, with a refreshment break. Note: this risk assessment is for meetings at the Edingley Old School Room. Other venues will be assessed when required.	

SOUTHWELL u3a VENUE BASED RISK ASSESSMENT CHECKLIST

This checklist is to help in the planning for an activity. This isn't an exhaustive list, so think carefully about any specific risks you may encounter. It is likely that you will need to add to this risk assessment checklist. This form can (and should) be altered to suit specific activity requirements.

Where you identify a particular risk you should note the actions you will take to reduce the risk. It's important to carry out a risk assessment before the activity takes place, and you can always add to this during the activity.

	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
General	Is there enough space for all members in attendance?	Yes			
	Are there any trip hazards or anything that might make members slip or fall?		No		N/A
	Are all walkways that members have access to kept free from obstruction?	Yes			
	Are there enough seats for all members in attendance?	Yes			
	Can everyone access the room?	Yes			
	Have you taken a register of members in attendance?		No		Attendance is recorded. The group size does not warrant signing in.
Electrical	Have you made sure there are no trailing leads or cables to prevent a member tripping?			N/A	
	Have all cables in use for this activity been visually inspected to ensure they are intact and safe for use?	Yes			
	Electrical inspection and certification including portable appliances (kettles)?				Kettles have been replaced and not yet tested. No knowledge about installation certification.

Fire Safety	Are all exits unobstructed?	Yes			
	Is there a working alarm system, fire extinguishers, and all necessary fire safety equipment?	Yes			Venue states that fire alarms are working. Panel fault repaired July 2024. Venue appears well-equipped with 4 extinguishers (rechecked 7/25), detectors, alarm lights, emergency lights, strike panels by doors, signage and fire blanket in kitchen.
Well-being	Are light refreshments available to members? (e.g., water)	Yes			
	Does the group organiser know of any relevant health concerns of members?		No		No systematic knowledge. Members will again be asked if they wish to notify the leader confidentially.
	Does the group organiser have members' emergency contact details?	Yes all			Information held confidentially by leader and deputy where supplied or on Beacon. Information complete for all current members.
	Have all members done a personal risk assessment to ensure they can safely participate in the activity?		No		Members will again be invited to do this on a voluntary basis.
Other	Water supply safety (Legionella)	Yes			Venue states that there are no water tanks.
	Gas heating system safety	Yes			Venue states that system is regularly checked. Certification unknown.
