



Interest Group: Book Group	Date: Fourth Tuesday of each month except Aug & Dec
Name of person completing risk assessment checklist: Alison Clark	
Description of Activity: Book discussion	

SOUTHWELL u3a VENUE BASED RISK ASSESSMENT CHECKLIST

This checklist is to help in the planning for an activity in a local venue.. 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?	X			
	Are there any trip hazards or anything that might make members slip or fall?		X		
	Are all walkways that members have access to kept free from obstruction?	X			
	Are there enough seats for all members in attendance?	X			
	Can everyone access the room? (n.b. there is no requirement to make home adaptations)	X			
	Have you taken a register of members in attendance?	X			





Electrical	Have you made sure there are no trailing leads or cables to prevent a member tripping?	X			
	Have all cables in use for this activity been visually inspected to ensure they are intact and safe for use?			X	
Fire Safety	Are all exits unobstructed?	X			
	Is there a working smoke alarm?*	X			
Wellbeing	Are light refreshments available to members? (e.g., water)	X			
	Does the group organiser know of any relevant health concerns of members.	X			Members asked to alert Group Leader to any concerns
	Does the group organiser have members' emergency contact details?	X			
	Have all members done a personal risk assessment to ensure they can safely participate in the activity?	X			Members asked to do so.

u3a	Home Based Risk Assessment Checklist	The Third Age Trust
This Risk Assessment must be checked annually and amended as needed		
Please send any updates to the webmaster		

