

# General U3A Activity Risk Assessment Checklist

U3A Name		Southwell U3A Ann Powers (Leader)
Interest Group		Prent Indoor Curling Session
Date Location/Postcode	Thurgarton Village Hall Bledby Road NG14 7FN	
Nature and Description of Activity		
<ul style="list-style-type: none"> <li>* Indoor Curling Trial Session</li> <li>* Led by 2 WI Sports committee</li> <li>* Equipment supplied by WI (Hired)</li> <li>* Thurgarton Village Hall (Hired) 1pm - 4pm</li> <li>* 23-40 U3A Members possible.</li> </ul>		

Part 1: Before the activity Group Organiser Check list:	Yes (✓)
* Read Hire Agreement Terms + Conditions for Thurgarton Village Hall (Supplied by Rosie Grant)	✓
* Read Thurgarton Village Hall Risk Assessment and note hazards with measures in place	✓
* Visit venue before event to check facilities (Organisers have used venue before for curling) are suitable	✓
* Brief participants with relevant information ie game played by all abilities standing or sitting (Checked with Ben Northcote - Footwear/clothing)	✓
* Advised to wear lanyard with name badge Emergency details on the back.	✓

<ul style="list-style-type: none"> <li>* Produce List of all participants details ✓</li> <li>* Separate Register with emergency contact names added. ✓</li> </ul>	
<ul style="list-style-type: none"> <li>* Purchase Refreshments just prior to event, store correctly, Retain Biscuit packaging to check allergies ✓</li> </ul>	✓
<ul style="list-style-type: none"> <li>* Cups, use disposable + napkins ✓</li> </ul>	✓
<p>At Session start</p>	
<ul style="list-style-type: none"> <li>* Take register - note number</li> </ul>	
<ul style="list-style-type: none"> <li>* Draw participants attention to Safety rules supplied in risk assessment ie entrances, spillages, carrying chairs etc.</li> </ul>	
<ul style="list-style-type: none"> <li>* Ask instructors to identify possible hazards with equipment used in the game.</li> </ul>	
<ul style="list-style-type: none"> <li>* Remind about hygiene before refreshments and safety of hot kettles/drinks etc.</li> </ul>	
<ul style="list-style-type: none"> <li>* Supply packaging for monitors to check if necessary.</li> </ul>	

<p>Signed Group Organiser:</p>	<p>Dated</p>
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# Thurgarton Village Hall

... HALL ... EVENTS ... TAKING PART ... COMMUNITY ... HALL ... EVENTS ... TAKING PART ...

## THURGARTON VILLAGE HALL RISK ASSESSMENT : this covers all uses including weddings and parties

HAZARD	WHO MAY BE HARMED	MEASURES IN PLACE	FURTHER ACTION IF REQUIRED	BY WHOM?	BY WHEN?	LAST DONE
<b>Slips and trips :</b> Internal	Users of hall could suffer injuries if they slip	1 Users required by hire agreement to clear up spillages asap and have been shown where equipment is to do so 2 Mat at entrance stops water being carried in 3 No trailing wires	Hall cleaned regularly to avoid any slippery patches to floor	Committee	Hall cleaned weekly	Ongoing
<b>Slips and trips :</b> External	Users of car park could suffer injuries if they slip	Car park maintained to be as even as possible with good lighting and car parking adj to entrance for disabled	Car park surface regularly inspected to ensure it is as even as possible	Committee	Six monthly	Ongoing
<b>Work at Height</b> eg changing light bulbs, cleaning windows, putting up decs etc	Anyone working at height could suffer injury if they fall	1 Long and short stepladders securely stored and available for use 2 Users know through hire agreement that they must use equipment safely 3 Committee members know how to use stepladders safely	HSE guidance available for use of stepladders	Committee	Ongoing	Ongoing
<b>Vehicle movement</b>	Pedestrians could suffer injury if hit by a moving vehicle	1 Entrance to car park kept clear and well lit at night 2 Recycling bins kept away from entrance area	No further action required at this time	X	X	X
<b>Hazardous substances</b>	Possible irritation to skin	1 Cleaning equipment and substances is stored on site in locked cupboard	No further action required at this time	X	X	X
<b>Electricity</b>	Users risk electric shock from faulty equipment or installation	1 Fixed installation correctly installed by qualified electrician 2 All repairs carried out by qualified electrician 3 Portable equipment visually checked for any damage before use	1 Plan of hall on site showing where fuse board is in case of emergency 2 Electrical test done every 5 years 3 PAT test done regularly	Committee	2 Every 5 years	2 Elec tested August 2020 3 PAT tests August 2021
		4 Hall users know they are responsible for any equipment used on site 5 Clear instructions for use of cooker provided				
<b>Stored equipment and manual handling</b>	Users could be injured by collapsing stacks	1 Users shown tables and chairs storage and trolley provided for carrying chairs to and from main area 2 Users told that PA equipment must not be installed without instruction from committee member	No further action required at this time			
<b>Fire</b>	If trapped users could suffer fatal injury Fire risks to be minimised	1 Fire exits clearly marked. Lighting replaced and upgraded Aug 2020. Emergency lighting tested every month 2 Reminder through hire agreement to keep exits clear of furniture and obstruction at all times 3 Fire extinguishers and fire blanket regularly checked and in place 4 No naked flames to be used	Ensure 1, 2 and 3 are kept in place	Committee	1 Emer lighting tested monthly	1 Ongoing test register kept by committee
Updated		9 May 2022 by Annie Duquemin (committee member)				