

## Southwell U3A DISCUSSION GROUP RISK ASSESSMENT CHECKLIST

Interest Group: Discussion
Date: 23 April 2024
Venue: The Old Court House, The Burgage, Southwell
Description: Discussion of topics of current interest

	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			
	Any trip hazards ?	X			
	All walkways clear of obstruction ?	X			
	Enough seats for all attendees ?	X			
	Can everyone access ?	X			
	Have you taken a register of attendees ?	X			
Electrical	Ensured no trailing leads or cables constituting a trip hazard	X			
	All cables in use visually inspected to ensure intact and safe to use ?	X			
Fire Safety	All exits unobstructed ?	X			
	Is there a working smoke alarm ?	X			
Well-being	Light refreshments available (e.g. water) ?	X			
	Does the group organiser know of any relevant health concerns of members ?		X		Members to be asked to inform Group Leader
	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 to be asked to do their own health assessment.

This Risk Assessment must be checked annually and amended as needed
Please send any updates to the webmaster