



SOUTHWELL u3a HOME-BASED RISK ASSESSMENT CHECKLIST

Interest Group FLOWER ARRANGING	Date: 31.7.24
Name of person completing risk assessment checklist: ANNABEL KINGSBURY	
Description of Activity: ARRANGING FLOWERS AND FOLIAGE USING VARIOUS CONTAINERS AND EQUIPMENT	

	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			We work outside, weather permitting and frequently do.
	Are there any trip hazards or anything that might make members slip or fall?		No		Any water spills immediately wiped up
	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? (n.b. there is no requirement to make home adaptations)	Yes			
	Have you taken a register of members in attendance?	Yes			
	Are there steps up to the door?		No		
	Is there a downstairs toilet?	Yes			
Electrical	Have you made sure there are no trailing leads or cables to prevent a member tripping?	Yes			None used
	Have all cables in use for this activity been visually inspected to ensure they are intact and safe for use?			n/a	





Fire Safety	Are all exits unobstructed?	Yes			
	Is there a working smoke alarm? (There is no legal requirement to have one in a home)	Yes			
Wellbeing	Are light refreshments available to members? (e.g., water)	Yes			
	Have members been made aware of any pets?	Yes			
	Does the group organiser know of any relevant health concerns of members.	Yes			
	Does the group organiser have members' emergency contact details?	Yes			
	Have all members done a personal risk assessment to ensure they can safely participate in the activity?	Yes			

*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.

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		

