

Southwell U3A Home Risk Assessment for Mahjong

| | Checklist | Yes | No | NA | Action/Comments |
|------------|--|-----|----|----|---|
| General | Ease of access? | X | | | Please use the back door, step to front door is high. |
| | Easy access to Bathroom? | X | | | Bathroom is on the ground floor |
| | Enough space to seat everyone. | X | | | Space between tables means that some chairs are more difficult to access. Individual needs are catered for. |
| | Are there any trip hazards. | | X | | |
| | Is a register taken? | X | | | |
| Fire Risk | Are all exits clear? | X | | | |
| | Is there a working smoke alarm? | X | | | |
| | Are any electrical items used during the meeting? | | X | | |
| Well being | Are drinks available? | X | | | Gluten free household, please bring your own biscuits. |
| | Does the group organiser have members emergency contact details? | X | | | |

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|--|---|------------|-----------|-----------|--|
| | Does the group organiser know about any relevant health concerns? | X | | | |
| | Have all members done a personal risk assessment? | | X | | Forms will be available for all members. |
| | | | | | |

This Risk Assessment must be checked annually and amended as needed

Please send any updates to the webmaster