

Southwell U3A Home Risk Assessment for Needles and Pins

	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			
	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			

	Checklist	Yes	No	NA	Action/Comments
	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