



SOUTHWELL u3a HOME-BASED RISK ASSESSMENT CHECKLIST

Interest Group: Poetry	Date: April 20 2024
Name of person completing risk assessment checklist: Margaret Tait	
Description of Activity: choosing and reading poetry on a theme	

	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to xxmitigate this risk?
General	Is there enough space for all members in attendance?	x			
	Are there any trip hazards or anything that might make members slip or fall?		x		
	Are all walkways that members have access to kept free from obstruction?	x			
	Are there enough seats for all members in attendance?	x			
	Can everyone access the room? (n.b. there is no requirement to make home adaptations)	x			
	Have you taken a register of members in attendance?		x		Not an official register, but I always know who is going to be present





Electrical	Have you made sure there are no trailing leads or cables to prevent a member tripping?			x	
	Have all cables in use for this activity been visually inspected to ensure they are intact and safe for use?			x	
Fire Safety	Are all exits unobstructed?	x			
	Is there a working smoke alarm? (There is no legal requirement to have one in a home)				I don't know but will enquire
Wellbeing	Are light refreshments available to members? (e.g., water)	x			
	Have members been made aware of any pets?			x	
	Does the group organiser know of any relevant health concerns of members.	x			
	Does the group organiser have members' emergency contact details?		x		I will make sure of this
	Have all members done a personal risk assessment to ensure they can safely participate in the activity?		x		I don't think this is appropriate

*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		

