

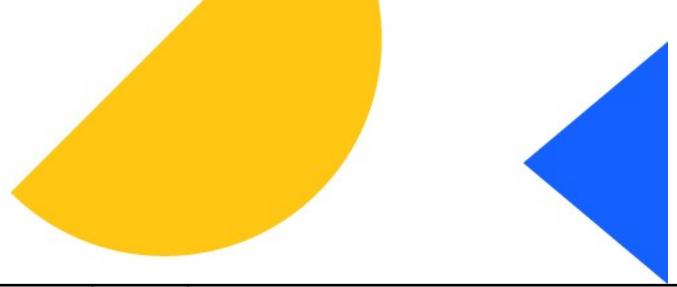


**SOUTHWELL u3a HOME-BASED RISK ASSESSMENT CHECKLIST**

|   |                      |
|---|----------------------|
| <b>Interest Group : Creative writiing</b>                                 | <b>Date:03/08/24</b> |
| <b>Name of person completing risk assessment checklist: Michael Biggs</b> |                      |
| <b>Description of Activity: Creative writing and discussion</b>           |                      |

|             | 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 |    |     | Important to keep numbers low to ensure adequate space for members & equipment |
|             | Are there any trip hazards or anything that might make members slip or fall?                                 |     | No |     |  |
|             | 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?  | Yes |    |     | Assistance available if needed   |
|             | Is there a downstairs toilet?  | Yes |    |     |  |
|             |  |     |    |     |  |
| Electrical  | Have you made sure there are no trailing leads or cables to prevent a member tripping?                       | Yes |    |     | We do not use any equipment with leads or cables                               |
|             | 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.

|   |   |                     |
|---|---|---------------------|
| <b>u3a</b>  | <b>Home Based Risk Assessment Checklist</b> | The Third Age Trust |
| This Risk Assessment must be checked annually and amended as needed |   |                     |
| Please send any updates to the webmaster                            |   |                     |

