

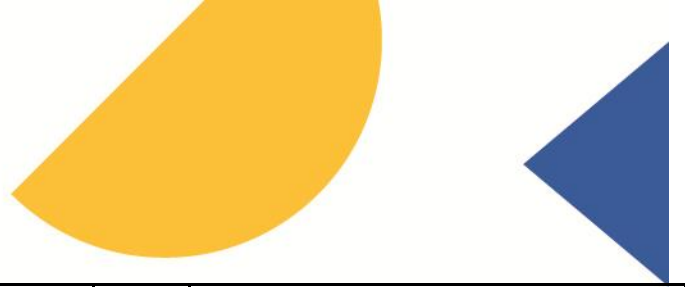


SOUTHWELL u3a HOME-BASED RISK ASSESSMENT CHECKLIST

Interest Group: Vinyl and Vino	Date: v1 27th March 2026
Name of person completing risk assessment checklist: Mike Freemantle	
Description of Activity : Playing, listening and discussing vinyl records as a social event in a u3a member's house. The meetings will be held in each of two separate houses.	

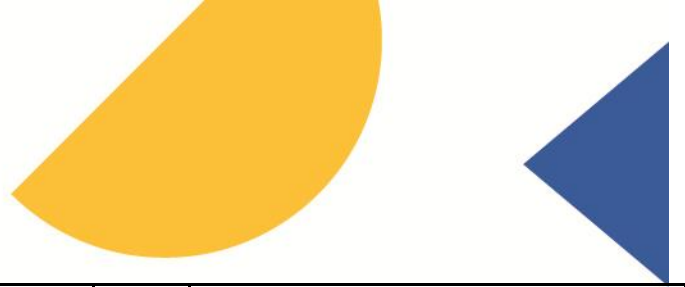
	Risk Assessment Checklist	Yes	No	N/A	If hazards are identified, what actions will be taken to mitigate any risk?
General	Any specific health precautions?		X		<ul style="list-style-type: none"> Participants are advised to stay away from meetings if they have any communicable infection. The activity involves listening to recorded music. Care will be taken to ensure the volume is at an appropriate level, either sufficiently loud so each person can hear, but not too loud as to be damaging to hearing As a social event, alcohol may be consumed. Participants will be guided to take responsibility for their own drinks and limits, plan ahead and ensure safe transport home (if appropriate) and to drink responsibly. Non-alcoholic beverages will be available.
General	Is there enough space for all members in attendance?	X			The group size will be limited to around 12. The meetings will be held in either one or two locations depending on numbers wanting to attend any particular meeting. Attendance may have to be restricted for particular events as space is limited by available seating.
	Are there any trip hazards or anything that might make members slip or fall?	X			Potential trip hazards are all of the common, typical type likely to be found in each of the participant's own house. These include:





					<p>doorsteps, carpets and rugs, tables and chairs. Participants should note the following, specific to each location are:</p> <p>MF</p> <ul style="list-style-type: none"> • Step into front door and doormat (rubber backed) on entry • Two rugs in the main lounge. Sticky backs have been applied to both to minimise sliding. • Low tables in lounge • Presence of a dog within the house <p>BP</p> <ul style="list-style-type: none"> • Step into house through patio door from rubber-backed doormat. • Some low furniture in room in which meetings will take place <p>Participants have been asked to be vigilant and take note of all of these, which would be considered of being a low risk, and take the same precautions they would in their own homes for similar hazards. Any spills of drinks will be cleaned up immediately</p>
	Are all walkways that members have access to kept free from obstruction?	X			
	Are there enough seats for all members in attendance?	X			See above. Number of seats will limit attendance at any particular meeting.
	Can everyone access the room? (n.b. there is no requirement to make home adaptations)				<p>Both locations are a standard home with no specific adaptations in place. Both locations can only be accessed via steps.</p> <p>MF – access is via a single step access into a front porch and then the room of use is downstairs.</p> <p>BP – access to the house is via patio door into kitchen and then up short, narrow, staircase into a first floor room.</p>





					Each participant will be required to make their own assessment as to whether access is feasible, including whether additional help is needed to go up and down any stairs.
	Have you taken a register of members in attendance?	X			A register will be taken on each occasion
	Details of next of kin available?	X			Relevant details are available via Beacon.
	Are there steps up to the door?				Please see above – access to both locations is via either a step or steps
	Is there a downstairs toilet?	X			MF – toilet is downstairs and on the same level as the lounge BP – toilet is downstairs via the short staircase used to access the meeting room
Electrical	Is electrical equipment used for this activity?	X			The activity will use record players, amplifiers and other electrical hi-fi equipment. These are not u3a equipment but the responsibility of the household where they are located. Prior to each meeting, all cables will be inspected and checked to ensure they are intact and safe for use.
	Have you made sure there are no trailing leads or cables to prevent a member tripping?	X			All cables and leads will be kept tidy around the edge of the skirting board or under the hi-fi equipment
Fire Safety	Are all exits unobstructed?	X			Standard front door and back door access common to most domestic homes
	Is there a working smoke alarm? (There is no legal requirement to have one in a home)	X			MF – two working smoke alarms and a CO alarm BP – working smoke alarm
Wellbeing	Are light refreshments available to members? (e.g., water)	X			Participants will supply alcoholic drinks and non-alcoholic refreshments will be available. Refer to General comments above for risks associated with alcoholic drinks
	Have members been made aware of any pets?	X			MF – participants have been made aware of a Cockapoo in the house.





	Does the group organiser know of any relevant health concerns of members.	X			No specific concerns raised, so far
	Does the group organiser have members' emergency contact details?	X			Access to all details via Beacon
	Have all members done a personal risk assessment to ensure they can safely participate in the activity?	X			The activity involves, mainly, sitting and listening to music in a social setting in a domestic household. As such, no specific additional fitness or expertise is required. Participants will be instructed to read and understand this risk assessment and carry out their own assessment where specific areas of potential risk have been identified.

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		

