



SOUTHWELL u3a VENUE RISK ASSESSMENT CHECKLIST

Interest Group : Creative Writing	Date: 28/08/26
Name of person completing risk assessment checklist: Michael Biggs	
Description of Activity: Creative writing and discussion	

	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?		No		
	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			
	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.

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		

