

Risk Assessments associated with the Health and Safety at Work Act 1974 do not apply to u3as as members are not at work, but our insurance company expect u3as to take reasonable precautions through risk assessment checklists, and they use these as a basis of any claims made. **If a member were injured, our insurance provider would ask for the completed risk assessment to be able to prove how the risk was identified.**

For most home-based activities, a completed **CHECKLIST** is sufficient.

NOTE: a separate completed checklist is required for all home-based venues used by the Group

A home-based risk assessment checklist should be completed:

- Before an activity takes place in a member's home for the first time
- If the activity moves to another member's home
- If the member's home changes in a significant way. (e.g. through building works)
- There are any new hazards (e.g. a new pet)

CHECKLIST (There is an online version of this form on www.lymington.u3asite.uk/groups)

Interest Group name:	YES	NO
Home Venue address:		
Name of member completing checklist:		
Would a group member with mobility issues be able to attend without difficulty? (All home venues are deemed not to have wheelchair access unless they are specifically identified as being wheelchair accessible)		
Can members who are attending a meeting park their cars nearby?		
Are there any specific hazards? (e.g. Steep steps or other trip hazards)		
Is there enough space and seats for all Interest Group members to attend?		
Is a register of attendees taken before each meeting starts?		
Are all cables and trailing leads located to prevent a member tripping?		
Have cables and leads been visibly inspected to ensure they are intact / safe to use?		
Are all exits unobstructed?		
Is there a working smoke alarm?		
Have members been made aware of any pets (or none) - (risk of allergic reaction)?		

Any other risks that should be considered when using this home for u3a Group meetings?

If the answer to any of the above is **NO** and a risk has been identified what action has been taken to reduce the risk?

Date:

PLEASE RETURN THE COMPLETED CHECKLIST TO OUR INTEREST GROUPS COORDINATOR.

email to Tim Norris at groups@lymingtonu3a.org or

Paper copy in the u3a mailbox in Lymington Community Centre