



Description of Activity/ Interest Group:

Name of person completing risk assessment checklist:

Date:

ILKESTON u3a HOME BASED RISK ASSESSMENT AND CHECKLIST

Where you identify a particular risk you should note the actions you will take to reduce it. It's important to carry out a risk assessment before the activity takes place, and you can always add to this during the activity.

	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
Member wellbeing and safety	Has a register of members in attendance been taken for fire safety reasons?				
	Do you attendees all have their membership badges with their emergency contact details completed on the reverse?				
	Have attendees had the opportunity to make the group leader aware of any illnesses that may impact their participation and what actions should be taken if illness occurs? Note, this is not an obligation on members.				
	Are refreshments available to members? (e.g. water, tea, coffee)				
	Is there a space for attendees who need to take a break?				
	Is there access to a toilet and hand wash facilities?				
	Are attendees aware in the event of a serious incident, they should call emergency services even if there is a trained first aider present?				



	Have members been made aware of any pets in the home- allergies etc?				
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General	Is the area where the u3a activity is taking place in well- lit and away from any hazards?				
	Are floor surfaces in good condition to prevent slips, trips, and falls?				
	Are all walkways kept clear and free from obstruction?				
	Are there enough seats for all members in attendance?				
Electrical	Have you made sure there are no trailing leads or cables?				
	Is the use of socket adapters (e.g., extension leads) per socket kept to an absolute minimum to prevent overloading and preferably RCD protected?				
	Have all cables been inspected to ensure they are intact and safe for use?				
Fire Safety	Are attendees aware of an escape route?				
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?				
	Are attendees aware in the event of a serious incident, a nominated person needs to be appointed to take charge of first aid arrangements?				
	Is there a working smoke alarm?				
	Is there a working carbon monoxide alarm, if applicable?				



Equipment	Do you have a lockable and secure area to store u3a equipment, if applicable?				
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Other identified risks:	Score from chart below	What will you do to mitigate these risks?

Risk Factor Score Matrix

LIKELIHOOD Factor Score (1-4) X SEVERITY Factor Score (1-4) = RISK Factor Score

		LIKELIHOOD			
		Risk Rating	Remote 1	Possible 2 (Could occur sometimes)	Probable 3
SEVERITY	Minor Injury 1	LOW 1	LOW 2	LOW 3	LOW 4
	Significant Injury 2 (Includes lost time injuries)	LOW 2	LOW 4	MEDIUM 6	MEDIUM 8
	Major Injury 3 (Hospital and / or 7 days)	LOW 3	MEDIUM 6	HIGH 9	HIGH 12
	Fatality 4	LOW 4	MEDIUM 8	HIGH 12	HIGH 16

Signature of person completing the risk assessment..... Date

u3a	Ilkeston Home Based Checklist and Risk Assessment		
Version	Description of changes	Date of change	Review date
Issue 1	Original Third Age Trust Checklist adapted for local use	24/12/2023	Sept 2024
Issue 2	Added Risk Factor table	Sept 2024	Sept 2025