



<b>Interest Group:</b>
<b>Description of Activity:</b>
<b>Name of person completing risk assessment checklist:</b>
<b>Date</b>

## ILKESTON u3a ONLINE-BASED RISK ASSESSMENT AND CHECKLIST

Where you identify a particular risk you should note the actions you will take to reduce the risk. It's important to carry out a risk assessment before the activity takes place.

	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
<b>Member wellbeing and safety</b>	Have you checked that all attendees are registered to attend (and removed any participants who are not members?)				
	Has a register of members in attendance been taken				
	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.				
	Have you allowed suitable time for refreshment/ toilet break/s?				

<b>Risk Assessment Checklist</b>	Is the host correctly set up for the meeting with the relevant permissions?				
	Have Member ID/ password for your online meeting been issued to members prior to meeting?				



	Is everyone using a secure internet connection (i.e., you have a wi-fi password)?				
	Have you turned off screen sharing for all attendees except the host? (This can be turned back on if needed)				
	Have you added a co-host at the start of the event in case of any internet issues?				
	Have members renamed themselves with their real names (and not their personal email addresses for example)?				
	Have you set expectations around on-line etiquette, including remaining muted when required to do so?				
	Have you enabled closed captioning/subtitles for those who are hard of hearing?				
<b>Best Practices</b>	Do all attendees have the correct link and any pre-meeting documents?				
	Have you explained the mute and 'camera off' functions?				
	Have you reminded everyone to mute themselves if they have a loud background?				
	Are you and/or the co-host monitoring the chat box?				
	Are you monitoring breakout rooms?				
	Have attendees been made aware of any post-meeting follow up?				



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
S E V E R I T Y	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 u3a Online Risk Assessment Checklist and Risk Assessment		
Version	Description of changes	Date of change	Review date
Issue 1	Document	Sept 2023	Sept 2024
Issue 2	Added risk factor matrix	Sept 2024	Sept 2025