



ILKESTON u3a ACTIVITY BASED SPORTING RISK ASSESSMENT AND CHECKLIST TO INCLUDE OUTDOOR SPORT/ INDOOR SPORT/ DANCE ETC.

Interest Group:
Description of Activity:
Name of person completing risk assessment checklist: Date

Where you identify a particular risk, you should note the actions you will take to reduce the risk. It is important to carry out a risk assessment checklist 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	Have you taken a register of attendees?				
	Do all your attendees 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.				
	Have you checked the weather to ensure that it is suitable for this u3a activity to go ahead?				
	Do all attendees have access to drinking water?				
	Are all attendees wearing suitable clothing/footwear?				



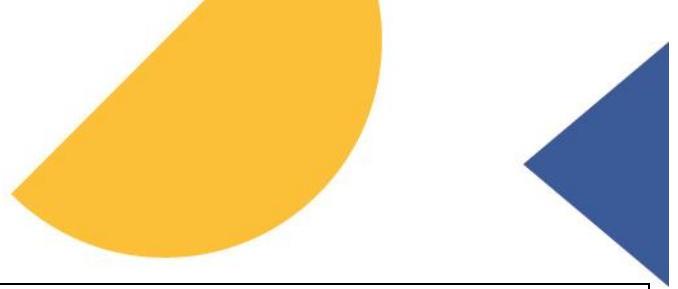
	Have all attendees removed loose jewellery, tied hair back if appropriate?				
	Have attendees appropriately warmed up- if applicable?				
	Is there a space for attendees who need to take a break?				
	Is there a first aid box that is easy to access and fully stocked?				
	Are attendees aware in the event of a serious incident, they need to appoint a nominated person to take charge of first aid arrangements?				
Activity area/ public space	Is the activity taking place in an area specifically designed for this activity (e.g. a tennis court)?				
	Is the activity area suitable for the activity taking place?				
	Is the activity area accessible to attendees?				
	Is the activity area accessible to emergency vehicles?				
	Have you inspected the ground and activity area for hazards, checked that floor surfaces are in good condition, walkways are clear etc?				
	Have you removed any hazards in the activity area if safe to do so?				
	Are spectators a safe distance away from the activity area?				
	Is there a secure area to store attendees' belongings during the u3a activity?				



Equipment	Is the equipment in good condition and fit for use?				
	Have attendees received a demonstration on how to use equipment correctly?				
	Is there the correct equipment/vehicle to transport heavy items required for the activity, if applicable?				
	Is there a lockable storage or secure area to store equipment when not in use, if applicable?				

Fire Safety	Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?				
	Have members been informed of the fire safety procedures, including where to congregate in the event of a fire?				
	Is there a working smoke alarm?				
	Is there a working carbon monoxide alarm?				
	Are all smoke and fire stop doors kept closed when not in use, and never wedged open (except doors on magnetic catches linked to the fire alarm system)?				
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?				

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 All Sports Risk Assessment and Checklist			
Version	Description of changes	Date	Review Date
Issue 1	Original Third Age Trust Checklist adapted for local use	29 Dec 2023	Sept 2024
Issue 2	Added items, heading, & Risk Factor table	Sept 2024	Sept 2025