



ILKESTON u3a VENUE-BASED RISK ASSESSMENT AND CHECKLIST TO INCLUDE OPEN MEETINGS/ COMMITTEE MEETINGS AND INTEREST GROUPS

Description of Activity:	
Please circle: Open meeting / Committee meeting / Interest Group / Other	
Name of person completing risk assessment checklist:	Date:

Where you identify a particular risk you should note the actions you will take to reduce it. It is important to carry out a risk assessment before the activity takes place, 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 a first aid box that is easy to access and fully stocked?				



	Are attendees aware in the event of a serious incident, a nominated person is to be appointed take charge of first aid arrangements?				
General	Is the area where the u3a activity is taking place 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?				
	Have you made sure there are no trailing leads or cables?				
	Are there enough seats for all members in attendance?				
Electrical Safety	Make sure that all the electrical equipment is: <ul style="list-style-type: none"> • suitable for their intended use and the conditions in which they are operated • only used for their intended purpose 				
	All electrical equipment to include cable/s and plugs are visually inspected to ensure they are intact and safe prior to use.				
	Is the use of socket adapters/ extension leads kept to an absolute minimum to prevent overloading?				
	Use of a residual current device (RCD) between the electrical supply and the equipment.				
	Ensure that machinery/ equipment has an accessible switch or isolator to cut off the power quickly in an emergency.				
	If the venue requires PAT testing, has equipment been PAT tested?				



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 safety procedures, including where to congregate in the event of a fire alarm?				
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?				
	Is there a working smoke alarm?				
	Is there a working carbon monoxide alarm, if applicable?				
	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)?				
Equipment	Do you have a lockable and secure area to store u3a equipment, if applicable?				

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			
		Remote 1	Possible 2 (Could occur sometimes)	Probable 3	Certain 4 (Expected / occurs repeatedly)
S E V E R I T Y	Risk Rating				
	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 Venue Based Risk Assessment Checklist		
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 checklist items and Risk Factor table	Sept 2024	Sept 2025