



ILKESTON u3a WORKSHOP ACTIVITY RISK ASSESSMENT AND CHECKLIST TO INCLUDE ALL CRAFT GROUPS.

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's important to carry out a risk assessment before the activity takes place, you can always add to this during the activity.

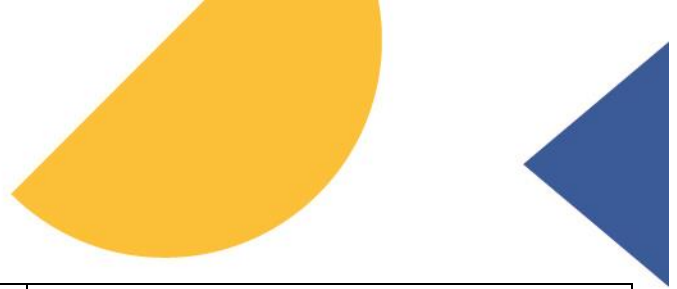
	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
Member wellbeing and safety	Have you taken a register of attendees?				
	Do you attendees all have their membership badges with their emergency contact details on the reverse?				
	Have attendees had the opportunity 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.				
	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 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, a nominated person needs to be appointed to take charge of first aid arrangements?				
General	Is the area where the u3a activity is taking place well lit and away from any hazards?				
	Have you made sure there are no trailing leads or cables?				
	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 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 their cable/s and plugs are visually checked 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.				
Tool use	Are tools sharp and in good condition? (eg no damage, splitting of handles etc)?				
	Are electric power tools Portable Appliance Tested (PAT) if necessary?				
Personal Protective Equipment (PPE)	Does the material require special precautions in use? (e.g. the wearing of PPE? For example a) Eye protection b) Hearing protection c) Dust mask d) Gloves Safety shoes				
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?				
	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)?				
	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
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 u3a All Sports Risk Assessment and Checklist		
Version	Description of changes	Date	Review Date
Issue 1	Original Third Age Trust Checklist	Sept 2022	
Issue 2	Amended for local use, added Risk Factor table & adopted	Sept 2024	Sept 2025