

This standard Risk Assessment form should be available to group members.

u3a in Kennet. Risk Assessment for meetings in venues

This checklist is to help in the planning for a venue-based activity, such as a community hall. This isn't an exhaustive list, so think carefully about any specific risks you may encounter. It is likely that you will need to add to this risk assessment 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.

Hazard	Control Measures
<p>Inappropriate premises with risks to members</p> <p>Risk Accidents or illness during a session.</p> <p>Risk Level Minimal</p>	<p>The area where the u3a activity is taking place should be well lit and away from any hazards. Floor surfaces to be in good condition to prevent slips, trips, and falls. Walkways to be kept clear and free from obstruction. There should be enough seats for all members in attendance. Consider the need for ramps, lifts and hearing loops.</p> <p>There are to be no exposed trailing leads or cables so cover trailing wires with tape to prevent trips / falls. . Extension leads in double sockets kept to an absolute minimum to prevent overloading. Inspect cables for fraying, loose connections and ensure they are safe for use with a PAT label in date.</p> <p>All fire exit and escape routes, fire alarm points and fire-fighting equipment signs to be clearly visible and unobstructed. Fire emergency and Health and safety notices to be announced to the members at the start of the session. Smoke and carbon monoxide alarms should work. There should be a fully equipped 1st Aid box.</p> <p>Should an accident occur, the accompanying u3a In Kennet Accident Report Form should be completed and also any similar report form required by a venue submitted and sent to chair@u3ainkennet.org.uk. a.s.a.p'</p> <p>Refreshments ideally to be available to members. (e.g., hot and cold water, tea, coffee etc)</p>
	Participants' Measures
	<p>Each person is responsible for their own safety and should not take risks. Each should be aware for the safety of others and have their own emergency contact details to be available on a card or mobile phone in case of an accident. All should feel well enough to attend the event.</p>
	<p>If a defibrillator is available, training in its use would be an advantage.</p>