

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

**u3a in Kennet. Bowls / Petanque / Croquet / Cycling Risk Assessment/Qigong**

This checklist is to help in the planning for a sporting session. 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 session takes place and you can add to this during or after the session.

| <b>Hazard</b>  | <b>Control Measures</b>   |
|--|---|
| Participant and spectator well-being and safety                          | <p><b>Session Leader's Responsibilities</b></p> <p>Check the weather to ensure that it is suitable for this activity to go ahead and inform the group members. Maintain a register of attendees and, if agreed, emergency contact details in case of an accident during a session.</p> <p>Have available a first aid box that is easy to access and fully stocked?</p>  |
| <p><b>Risk</b></p> <p>Accidents or illness during a sporting session</p> | <p>Inspect the ground and activity area for suitability and apply remedy if needed.</p> <p>Take control of the session planning teams if needed, maintaining goodwill and enjoyment.</p> <p>Keep a brief record of the event.</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 <a href="mailto:chair@u3ainkennet.org.uk">chair@u3ainkennet.org.uk</a> a.s.a.p'</p> |
| <b>Risk Level</b>  | <b>Participants' Measures</b>   |
| Low  | <p>Participants should wear suitable clothing/footwear and be responsible for their own equipment if not provided.</p> <p>Each person is responsible for their own safety, to be aware of the safety of others and have their own emergency contact details to be available in case of an accident e.g. on a card or mobile phone.</p> <p>All should feel well enough to undertake the event having suitable clothing and a mobile number known by the event leader.</p>                              |