## Sheffield u3a

## **Risk Assessment/Checklist for Home Groups**

Date:

Group Name:

Host's Name:

All members of the group should receive a copy of this document when they join the group.	
The group coordinator should check this list prior to each meeting, particularly if meetings take place different homes.	in :
The Risk Assessment/checklist should be reviewed at regular intervals but particularly if an accident of incident occurs irrespective of whether anyone is injured.	or
All accidents/incidents should be reported straightaway using the Incident Report Form on the websi	ite.
Organisers should ensure that the chosen venue for group meetings is safe and accessible for all members. All group members should be made aware of any house rules laid down by the home owner.	
Group Members Personal Responsibility	
1. Group Members must comply with the requirements of the group risk assessment.	
<ol> <li>Existing and potential group members should consider their own health and well-being before undertaking any activity (particularly physical activity). After making enquiries of the group coordinator as to the scope of the activity, if a member has any doubt as to whether the activity is suitable for them, they should not take part.</li> </ol>	
<ol> <li>Hosts should consider the risk to themselves and other members of their household before deciding to host a meeting.</li> </ol>	
Other Potential Risks – Slips, trips, falls, fire. Infection	
Before meeting, the home should be cleared of all trip & slip hazards e.g. pet toys, grandchildren's toys, trailing electrical leads, loose tiles etc.	
2. Host should consider whether it is appropriate that any pets be kept in a separate room.	
3. The home should be well lit for the duration of the meeting.	

4. Are weather conditions so poor that meeting should be cancelled? Paths icy, roads

5. Check all doors are easily opened and accessible to ensure safe exit in case of fire.

snowbound, etc.

6.	Are there any other potential dangers in or outside the home which members should be made aware of or which could cause issues to a member with a disability? e.g. steep steps, slippery surfaces. Should access to these parts of the home be restricted to the home owner e.g. kitchen.	
7.	The age profile of our membership means that some group members may be particularly vulnerable to infections such as flu or Covid. Members are therefore advised not to attend meetings if they have an infection which could be passed on to other group members.	
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1.	Ensure members know of any particular requirements regarding parking.	
2.	Host should ensure their home insurance is appropriate and up to date.	
3.	Keep a record of attendees at meeting (see below) ensuring that all are members of Su3a or guests on one of two taster sessions.	
4.	Remember no children are allowed at Su3a meetings.	
Attend	dees:	

Updated Jan 2024: further information from mocave@btinternet.com