

SHEFFIELD U3A
SAMPLE RISK ASSESSMENT/CHECKLIST – HOME GROUPS

| Action | Yes or N/A |
|---|------------|
| Arrival Practicalities | |
| 1. Members know address, postcode and time of meeting | |
| 2. Members know of any special requirements e.g. park here / don't park there. | |
| 3. Members have host's phone number to advise of non-attendance / delay | |
| 4. Are weather conditions so poor meeting should be cancelled e.g. paths icy / roads snowbound etc? | |
| Before Meeting | |
| 5. Home cleared of all trip & slip hazards e.g. grandchildren's toys, pets toys, trailing electrical leads, loose tiles etc | |
| 6. Are there any other potential dangers in or outside the home? If so – these should be addressed | |
| 7. Do any members have any allergies? If so – these should be addressed and catered for. NB – It is the responsibility of members to advise the host of any allergies that the host should be aware of before the meeting. | |
| 8. Are there any pets in the home? If so, is it appropriate that the pet(s) is kept in a separate room and away from members? | |
| 9. Remember that no children are allowed at U3A meetings | |
| 10. Is home well lit? | |
| 11. Check front, side, back, patio doors easily opened and accessible to ensure safe exit in case of fire | |
| 12. Confirm your own home insurance is appropriate and upto date | |
| 13. Confirm that any new people attending are SU3A members or guests on one of to two taster sessions | |
| During Meeting | |
| 13. If home has steps / stairs consider if only the host, or a member familiar with the home layout, should carry trays of hot drinks | |