

## Sheffield u3a

### Risk Assessment/Checklist for Groups Using Hired Venues

All members of the group should receive a copy of this document when they join the group.

The Group Coordinator should check this Risk Assessment before any meeting and it should be reviewed at regular intervals and particularly if the venue changes or if an accident or incident occurs irrespective of whether anyone is injured.

All accidents/incidents should be reported straightaway using the Incident Report Form on the website.

Group Name:

Organisers Name:

Venue

Date:

<b>Organisers should ensure that the chosen venue for group meetings is safe and accessible for all members. All group members must be made aware of any requirements of the venue management.</b>	
<b>Group Members Personal Responsibility.</b>  1. Group members must comply with the requirements of the group risk assessment.  2. Existing and potential group members should consider their own health & wellbeing before undertaking any activity (particularly a 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.	

#### Potential Risks – Slips, trips, falls, FIRE. Infection

1. Venues should be chosen with a view to ease of access for members to both meeting room and other facilities.	
2. All members of the group should ensure that personal belongings and equipment are put in a safe place for the duration of the meeting so that they do not cause a hazard to others.	
3. Group Coordinator and all members should familiarise themselves with the venues fire and evacuation procedures, in particular the location of fire alarms, exits and mustering points. Group coordinators should be prepared to dial 999 if the fire alarm system is not monitored and there is no venue representative on site.	
4. Group coordinator should take the attendance record to the mustering point and ascertain that all attendees are present and correct. No one should leave until this has been done.	
5. All members must comply with any reasonable request from the venue management. If there is no venue representative on site Group Coordinator should wait until the Fire Brigade arrive.	

See Over

<p>6. All members should report any health and safety issues e.g. blocked/locked fire doors or escapes, faulty equipment or furnishings etc. to the Coordinator who should in turn report it to the Venue management.</p>	
<p><b>7. Infection.</b></p> <p>The age profile of our membership means that some group members may be particularly vulnerable to infections such as Flu and Covid. Members are therefore advised not to attend meetings if they have an infection which could be passed on to other group members.</p>	

**Risks specific to the activity being undertaken**

<p><b>Group coordinator should identify any risks/hazards specific to the group activity e.g. for craft groups, use of potentially harmful substances such as solvents and any materials or equipment which if left in the venue could potentially cause harm to other users, in particular children.</b></p>	
<p>It is assumed that Group Coordinators leading indoor physical activities such as Tai Chi and Pilates will have sufficient knowledge of their subject to ensure that members do not run the risk of injury.</p>	
<p>Updated Jan 2024 – further advice from <a href="mailto:mocave@btinternet.com">mocave@btinternet.com</a></p>	