

Sheffield u3a

Risk Assessment/Checklist for Home Groups

Group Name:

Host's Name:

Date:

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 in different homes.

The Risk Assessment/checklist should be reviewed at regular intervals but particularly 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.

| | |
|---|--|
| 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 | |
|--|--|

- | | |
|---|--|
| <ol style="list-style-type: none">1. Group Members must comply with the requirements of the group risk assessment.2. 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.3. Hosts should consider the risk to themselves and other members of their household before deciding to host a meeting. | |
|---|--|

Other Potential Risks – Slips, trips, falls, fire. Infection

- | | |
|---|--|
| 1. 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 snowbound, etc. | |
| 5. Check all doors are easily opened and accessible to ensure safe exit in case of fire. | |

See Over

