



HOME-BASED RISK ASSESSMENT CHECKLIST

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| u3a name: Mansfield & District u3a | Date: 8.9.23 |
| Name of person completing risk assessment checklist: Marilyn Jones | |
| Interest Group: Beadwork | |
| Venue address: REDACTED | |
| Description of Activity: Making Beaded items using beading thread and needles. Scissors and pliers are also used. | |

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 activity takes place, and you can always add to this during the activity.

| | Risk Assessment Checklist | Yes | No | N/A | If no, what actions will you take to mitigate this risk? |
|---------|---|------------|-----------|------------|---|
| General | Is there enough space for all members in attendance? | √ | | | |
| | Are there any trip hazards or anything that might make members slip or fall? | | √ | | |
| | Are all walkways that members have access to kept free from obstruction? | √ | | | |
| | Are there enough seats for all members in attendance? | √ | | | |
| | Can everyone access the room? (n.b. there is no requirement to make home adaptations) | √ | | | |
| | Have you taken a register of members in attendance? | √ | | | |



| | Risk Assessment Checklist | Yes | No | N/A | If no, what actions will you take to mitigate this risk? |
|-------------|--|------------|-----------|------------|---|
| Electrical | Have you made sure there are no trailing leads or cables to prevent a member tripping? | √ | | | |
| | Have all cables in use for this activity been visually inspected to ensure they are intact and safe for use? | √ | | | |
| Fire Safety | Are all exits unobstructed? | √ | | | |
| | Is there a working smoke alarm?* | √ | | | |
| Wellbeing | Are light refreshments available to members? (e.g., water) | √ | | | |
| | Have members been made aware of any pets? | √ | | | |

*If you do not have a working smoke alarm, you can contact your local fire service for a 'Safe and Well Visit', during which they can fit a free smoke alarm in your home.

| Other identified risks: | What will you do to mitigate these risks? |
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| As adults we are all capable of using scissors and sewing needles. | |
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