



## HOME-BASED RISK ASSESSMENT CHECKLIST

u3a name: Mansfield & District u3a	Date: 8 September 2023
Name of person completing Risk Assessment checklist: Sue Howlett	
Interest Group: Reading Aloud	
Venue address: REDACTED	
Description of Activity: Reading from books	

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?	√			There are steps but there is a handrail
	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?	√			
Electrical	Have you made sure there are no trailing leads or cables to prevent a member tripping?	√			



	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
	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?