

Crawley u3a: Home Group Meetings Risk Assessment Checklist

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|------------------------|--|
| Host | |
| Name of Group | |
| Date of Meeting | |

Although the Third Age Trust's insurance policies do include cover for u3a activities taking place in members' homes this does not replace standard home insurance. You should check that your home insurance is fully up-to-date.

| CHECKLIST | NOTE | RESPONSE |
|---|------|----------|
| Arrival Practicalities | | |
| 1 Members know the following: | | |
| (a) Address, postcode and meeting time | | |
| (b) Where they can or cannot park their cars | | |
| (c) Where they can park any mobility scooters | | |
| (d) The host's phone number so can advise of delays | | |
| (e) Whether refreshments are planned or not | (1) | |
| (f) The host's phone number so can advise of delays | | |
| (g) If there are steps into the house, and if so how many, is there are guard rail etc | | |
| (h) If the meeting room or only lavatory is upstairs (or in a basement) | | |
| 2 No children should attend u3a meetings | (2) | |
| 3 All attendees are either local u3a members or guests on one of their two taster sessions | (3) | |
| Before Meeting | | |
| 1 If weather conditions are very poor should meeting be cancelled? | | |
| 2 Check the driveway and nearby pavement for potential hazards | | |
| 3 Check the rooms and passageways to be used for: | | |
| (a) Wet floors | | |
| (b) Trailing wires | | |
| (c) Toys (including pets toys) on floor | | |
| (d) Loose tiles | | |
| (e) Insects buzzing around | | |
| (f) Steps which people with reduced mobility need to be warned about | | |
| 4 All doors are easy to open and accessible to ensure safe exit in case of fire | | |
| 5 Guards should be placed in front of open fires | | |
| 6 There are sufficient chairs/sofas for the expected number of people | | |
| 7 There are no pictures or wall hangings immediately above where anybody will be sitting | | |
| 8 Ensure all lighting is adequate | | |
| 9 Valuable ornaments should be positioned so they cannot be knocked over | | |
| 10 If liquid refreshments are planned there are sufficient places to put them down | (4) | |
| 11 Check the lavatory facilities are clean and stocked with soap, lavatory paper etc | | |
| 12 if you require guests to remove their footwear, plan where the footwear should be stored | | |
| 13 Plan where any coats are to be stored, and that there is sufficient room | | |
| During and after the Meeting | | |
| 1 If the home has steps consider if just the host should serve refreshments | | |
| 2 Clear away refreshment crockery and other utensils after consumption | | |
| 3 Make sure members leave with all their belongings | | |

Notes

- (1) It is the responsibility of the members to advise the host of any allergies that the host should be aware of
- (2) This includes any children in the host's home. This is because if a child was hurt by a u3a activity the u3a insurance does not cover them
- (3) The maximum number of taster sessions is two across the whole local u3a, not two per activity group
Attendance at a 2nd Friday of the month all member session counts as one the two sessions
- (4) To avoid them having to be placed on the floor

If you have any suggestions on how to improve this checklist, or questions, please contact the secretary on secretary@crawleyu3a.org.uk

Last checked and updated 10th November 2022