



ACTIVITY RISK ASSESSMENT CHECKLIST – Group Leaders

Group Leader – complete the Activity Risk Assessment Checklist once a year and update if any changes.

Members – to be advised to complete a personal assessment of any risks if they participate in the activity. This does not have to be recorded.

Name and Description of Activity	Location of the Activity

Hazard/Risk	Actions to take to mitigate hazard/ risk	Risk Rating			Notes
		Likelihood	Severity	Risk Rating	
		1 Seldom 2 Frequently 3 Certain	1 Low (minor injury) 2 Medium (serious injury) 3 High (fatality)	1-2 Low 3-4 Medium 6-9 high priority	
1. Infection.	<i>Make sure shared equipment and surfaces are cleaned regularly.</i>				
2. Accident.	<i>Advise members of hazards and actions to mitigation risks.</i> <i>Group Leaders maintain a list of update to date contact details in compliance with The Deepings Data U3A Protection and Privacy Policies.</i> <i>Complete Incident Report Form.</i>				

Signature of Group Leader:	Date of Completion:
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