



Dulwich & District u3a Risk Assessment Checklist for Interest Groups held in private homes.

Charity Number 1188529

Why do we need a risk assessment?

A risk assessment is a process which helps organisations like the u3a identify potential hazards, and manage the risks associated with their activities. It concerns the people, locations, activities and facilities, in order to advise members of any potential risks.

If you are a Convenor or host holding a u3a interest group meeting in your home, the Third Age Trust recommends that, to cover yourself under the u3a insurance policy, it is worth completing a risk assessment showing 'due diligence'. This effectively means that you have advised participants in advance of any potential risks. N.B. You do not have to complete this risk assessment but the Trust advice is that it adds a further secure dimension to our cover.

Convenors, please complete this form, in conjunction with the home owners, for each private house being used for meetings and send a copy of it to your members and potential members. They do not have to sign it or return it but should they have any queries or concerns they should contact you. If you have any queries contact your Interest Group Co-ordinator.

Angela Brown - Chair

On behalf of the D&D u3a Trustees

Interest Group Name:	
Convenor:	
Location of Interest Group:	
Description of activities and frequency:	
Potential Risks	
Ease of access to property. e.g., number of steps up or down, lift.	
Potential hazards within the property. e.g., building works, wires, open fires, loose carpets.	
Ease of access to toilet facilities. e.g., are stairs required to reach them?	
Any other relevant features. e.g. Do you have any pets which may enter the room?	
Covid safeguards. Is the venue compliant with current Government advice? e.g. number of people attending, ventilation, distancing. Would you prefer un-vaccinated members to have taken a PCR test/Lateral Flow test before attending? Please indicate	

Convenors, please sign and date this completed form and send a copy of it to all members of the Interest Group, and to your Group Co-ordinator to be kept on file. This only requires to be done once for each location, unless relevant circumstances change.

Convenor's name

Date: