

Fife U3A Group meeting in member's home.
Risk assessment on the day.

Interest Group	Description of activity
Location	Date(s) 1. 2. 3. 4. 5.

In addition to the risks below, there should be enough space and seats for all members attending and the venue should be chosen to allow access to everyone in the group, including any member who has a concern about a home with pets.

The Group leader should also take a register of members in attendance.

Check	Date>	1	2	3	4	5
1	Emergency exits unobstructed.					
2	Emergency exits unlocked/unlockable.					
3	Working smoke alarm; any fire extinguisher in place.					
4	Toilet facilities open and clean.					
5	No trip hazards including cables, walkways unobstructed.					
6	Kettle or other electrical equipment in use have cables and plugs in good condition.					
7	Are light refreshments available to members (e.g. water)					
8	First Aid equipment accessible.					
9	Safety Briefing given a. Emergency exists b. Assembly point c. What to do if fire discovered d. What to do if alarm sounds e. Accident/injury reporting f. Toilet and washing facility location					
10	Other (describe)					

Produced for Fife U3A 2023 02. Based on the u3a "Venue Checklist (Day of Use) and

u3a	Home Based Risk Assessment Checklist	The Third Age Trust
Version	Description of changes	Date of change
1.0	Original Checklist	12.09.2022