

## GREAT GLEN U3A ACTIVITY RISK ASSESSMENT

<b>u3a Interest Group:</b>	
<b>Venue:</b>	
<b>Organiser / Leader:</b>	
<b>Description of Activity in venue:</b>	
<b>Process for informing members about the risk assessment findings:</b>	
<b>Date completed:</b>	
<b>Signature of Organiser:</b>	

HAZARD		Yes	N o	Comments
	<b>Activity related</b> Does the activity require the following:			
1	Eye Protection?			
2	Hearing Protection?			
3	Dust Mask?			
4	Gloves?			
5	Safety Shoes?			
6	Special PPE due to hazardous materials?			
7	Training related to engagement with activity?			
8	Special precautions (e.g. removal of jewellery, tying back of hair, care over bending and lifting)?			
	<b>Venue related</b>			
1	Are the floors free from trip hazards and escape routes clear ?			
2	Are precautions in place to prevent or respond to a fire?			
	<b>Equipment related, if applicable</b>			
1	Are tools sharp and in good condition (e.g. no damage, splitting of handles etc) ?			
2	Have electrical tools been PAT tested in the past year?			
3	Are electrical tools double insulated?			
4	Has a visual inspection of leads and connections been made?			
	<b>Sanitising (Pandemic etc only)</b>			
1	Are there suitable arrangements for sanitising equipment and materials?			
2	Have arrangements for sanitising premises been clarified and agreed with landlord?			