

Harlow U3A Facilitator's Handbook - Appendices

Risk Assessment Form

General U3A Activity Risk Assessment Checklist

U3A Name Harlow	
Interest Group	
Date Location/Postcode	
Nature and Description of Activity	

Part 1: Before the activity Group Facilitator Check list:	Yes (<input type="checkbox"/>)
A) The Facilitator must check the group members list (from Beacon) before every Group meeting and mark the names of the members who attended. The marked list must be kept for a minimum of 28 days.	
B) If the meeting involves travel or an outdoor activity the Facilitator must carry the group list, including contact details – preferably a mobile phone, and emergency contact.	
C) Consider and include a description the general hazards and risks related to the specific activity. These will be minimal where activities are indoors and essentially sedentary. Include the same language for each meeting – put the words on the attendance record.	
D) Activities that involve travel, outdoor activities and physical activity (indoors and out) should always be specifically risk-assessed for current/expected conditions.	

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Part 2: Before Activity Personal Checklist:	Yes (☐)
<p>A. If you feel unwell – stay at home.</p> <p>B. Consider the nature and place of the activity in respect of your fitness and ability to join in the activity comfortably.</p> <p>C. Review the risk check list for the activity above completed by the Group Facilitator and consider if you can take part without adverse risk to yourself or household.</p>	
Part 1. Activity Checklist outcomes:	Yes (☐)
Signed Group Facilitator:	Dated

Part 2. Personal Checklist Outcomes: