

Leigh and District U3A – Risk Assessments

GUIDELINES FOR COMPLETING A RISK ASSESSMENT

DEFINITIONS :-

HAZARD – An activity where there is potential for harm to be caused.

RISK – The likelihood of harm being realised.

1. Identify an activity, process or operation where there is potential for injury or damage. Consider whether it is essential for the activity to continue.

i.e. without the hazard there is no risk.

2. Identify the hazards within the activity. i.e. using machinery, confined spaces, working at height, electricity, manual handling, lone working etc. Under normal circumstances everyday activities such as crossing the road or walking up/down stairs do not need to be considered.

3. Determine the risks involved and what type of incident is anticipated, considering who and how many people will be affected. i.e. contact with moving/sharp equipment, asphyxiation, falls, electrocution, back injury, violence/abuse etc.

4. Estimate the risk level without the benefit of any control measures.

Risk = severity x likelihood

HIGH - certain or near certain that harm will result in serious injury/damage.

MEDIUM - harm will probably occur frequently with minor injury/damage.

LOW - it is unlikely that harm will be caused and the outcome would result in very minor injury/damage.

5. High and medium risk levels will require control measures to reduce the risk level to as low as is reasonably practicable. This could be achieved by: Guarding, Safety Procedures/Working Practices, Specialist Training, Mechanical Assistance, Contracting Out etc.

Personnel Protective Equipment should only be considered, as the last resort, if the above controls cannot achieve a low risk level.

6. Re- assess the risk level considering the effect of the control measures.

7. Some of the control measures may be suitable for immediate action to reduce the risk level, but in some cases further more permanent action may be required to achieve long term levels of low risk.

8. Where there is potential for the person's health to be affected health surveillance may be required. This should be recorded.

9. A procedure should be developed for the necessary action to take in the event of an emergency.

10. All assessments should be dated, recorded and reviewed periodically.

RISK ASSESSMENTS ARE INTENDED TO ACHIEVE A SAFE WORKING ENVIRONMENT WITH SAFE SYSTEMS FOR ALL U3A EVENTS OR ACTIVITIES THAT WILL PROTECT EVERYONE CONNECTED WITH THE EVENT OR ACTIVITY

Leigh and District U3A Risk Policy – Venue Risk Assessment Checklist (appendix 1)

U3A Name – Leigh and District	
Interest Group	
Applicable Date(s)	Location – Leigh Miners Social Club
Description of Activity	

Hazard		Yes	No	N/A	Comments
1	Is the access suitable for the group attending the activity especially anybody with limited mobility?				
2	Is wheelchair access adequate?				
3	Is the area free from obstructions & trip hazards?				
4	Are there adequate means of escape in an emergency?				
5	Are there appropriate direction signs to aid escape?				
6	Is there a Fire Alarm?				
7	Is there Emergency Lighting?				
8	Is there a designated assembly point? Where is it?				
9	Is there an emergency procedure for the building? Do you have a copy?				
10	Is seating always laid out? Is it a U3A responsibility before and after the activity to lay out seating				
11	Are catering facilities adequate and safe for use				
12	Are there facilities to clear up and make safe areas of spills?				
13	Are the toilet facilities adequate & accessible?				
14	Is equipment being brought to the venue? Has it been checked?				
15	Is there a First Aid box and if so where is it located?				
16	Other identified potential hazards. Specify				

Additional Information

Signed:

Dated

Leigh and District U3A Risk Policy – Venue Checklist Day of Use (appendix 2)

U3A Name – Leigh and District	
Interest Group	
Applicable Date(s)	Location – Leigh Miners Social Club
Description of Activity	

Check		
1	Emergency Exits unobstructed	
2	Emergency Exits unlocked	
3	Fire Extinguishers in place	
4	Toilet facilities open, clean, paper available etc	
5	Walkways free from trip hazards	
6	Kitchen facilities accessible & clean	
7	Boiler / Kettle leads in good condition. Boiler full of water and safe from burning out	
8	Refreshment items available	
9	First Aid equipment accessible	
10	Safety Briefing / reminder given a. Emergency exits b. Assembly point c. What to do if fire discovered d. What to do if the alarm sounds e. Accident / injury reporting	
11	Areas tidied prior to leaving	
12	Facilities checked prior to leaving	
13	Other (specify)	
14	Other (specify)	

Notes

Signed	Dated
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Leigh and District U3A Risk Policy – Walk Leader Risk Assessment Checklist (appendix 3)

Leigh and District U3A	
Interest Group	Walking Group
Date	Walk Name /Venue
Distance	Terrain Type

Before the Walk		Yes (✓)
1	Provision of information to prospective walkers: a) Location b) Distance c) Timing d) Linear / Circular Route e) Terrain f) Height and climbs involved g) Level of fitness required h) Appropriate footwear & clothing i) Toilet / refreshment facilities en route j) What to bring – food / drink / compass / map / mobile phone k) Dogs permitted? l) Meeting point m) Public transport options n) Car parking facilities o) Need of walkers to bring emergency telephone numbers for next of kin and relevant medical details	
On The Day		Yes (✓)
1	Check first aid kit & emergency blanket	
2	Briefing before starting out: a. Route b. Duration c. Terrain d. Known Hazards e. Emergency Arrangements – illness, exhaustion, accident, weather problems, terrain problems, lost contact with group f. Be prepared to advise inadequately equipped walkers not to go but they must make the final decision	
3	Appoint a backmarker Name	
During the Walk		Yes (✓)
1	Stay at the front but make sure you can always see the backmarker	
2	Set an appropriate pace for the level of walk	
3	Check the route frequently	
4	Periodically count the number in the group	
5	Other(specify)	

Signed	Dated
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Leigh and District U3A Risk Policy – Incident Report Form (appendix 4)

Please note that this form is to be completed by a member of the U3A Committee or a Group Facilitator and should be retained on file by the U3A Trustees in case of any claims and in any case for a minimum period of three years.

A. REPORTER DETAILS

Leigh and District U3A	
Name	Position
Email	Telephone
Address	
Postcode	

B INCIDENT DETAILS

Date of Incident	Time of Incident
Where did the incident occur	
State why the injured party or the damaged property was there	
Describe the circumstances of the incident and details of injuries or damage Attach a sketch or photograph if appropriate and will make things clearer	
Signed:	

Reviewed: 30/06/2018