

GUIDE TO RISK ASSESSMENT FOR COMMITTEE MEMBERS AND GROUP LEADERS

What is risk assessment?

A consideration of what might cause harm to members of our U3A in their pursuit of educational, social or sporting activities offered by Interest Groups and the Committee.

Why do a risk assessment?

Consideration of possible risks is a vital element for health and safety management. We should take every care to protect our members from harm by helping to provide a safer environment.

How do we undertake a risk assessment?

1 *Identify the hazards*

Look at the environment in which an activity will take place e.g. a meeting room - this may be a member's home - a sports arena, upon footpaths, a coach etc. The safe use of equipment to be used in any particular activity may also need to be considered.

2 *Decide who may be harmed*

The age profile of our U3A membership implies that a different set of risks and hazards need to be considered than, say, for a group of teenagers. Any of our members may be vulnerable to trip hazards. Any of our members may be in urgent and unexpected need of medical assistance.

3 *Evaluate risks and possible control measures*

If possible, hazards should be eliminated. This may be a simple matter such as moving a piece of furniture/ boxes to another site; making sure that electrical cables are tucked away or clearly visible; provide good lighting. Control any risks by, for example, ensuring mobile phones are to hand to summon emergency help if needed; advising members about identified hazards.

4 *Record findings*

Make notes about your identified hazards, risks and control measures. This will be useful to the next generation of Group Leaders and Committee members. Agree when your assessment should be reviewed if using the same premises over a long period of time.

In many cases it is a reasonable expectation that risk assessments have been undertaken by those who rent property for meetings or hire coaches for travel in order to protect hirers/users. But our members have a different set of needs so check that this is understood. A venue risk assessment checklist is printed over page. If you encounter any problems with conducting a risk assessment contact the Interest Group Coordinator.

In case of doubt more specific checklists can be found on our website for

- venues on the day of use
- walk leaders
- workshops and groups