

Tenterden u3a Risk Assessment for Monthly Meetings

Used in conjunction with Venue Risk Assessment Checklist and Venue Checklist (Day of Use)

Activity	Risk	Probability/ Severity	Mitigation	Risk after mitigation
Drink preparation	Burns and scalds	Low/high	Ensure people using kettles and boilers know how they work and are aware of the risks Pour teas and coffees remotely from members	Low
Food preparation and consumption	Allergic reaction, food poisoning	Low/high	Ensure all food is sold in a fresh state and is labelled with possible allergens Avoid buying biscuits with peanuts	Low
Moving tables and chairs etc.	Back injury	Low/high	Ensure you are fit enough to undertake the task Use the trolley where possible Lift with a helper Do not lift with a bent spine (use your legs and a straight back) Do not lift too many items; better to make more journeys with a lighter load	Medium
Moving around the hall	Slips, trips and falls	Low/high	Use the handrails at all times when using steps Cover trailing cables with tape or special trunking Space chairs to allow easy access for less ambulatory Do not stand on chairs, use a step ladder, supported by an assistant	Low
Presentations/projector	Electric shock or burn from laptop, projector, cabling	Low/high	Check the lead for damage Equipment should have an earthed plug	Low
Publicity and information panels and other material	Freestanding boards may be knocked and injure members	Low/low	Ensure material is stable and sufficient room is allowed between them and members to minimize disturbance If there will be high numbers of members, do not use the boards	Low