

FORM-01B (2023)

GROUP LEADER RISK ASSESSMENT CHECKLIST



INDOOR ACTIVITIES

U3A Groups meet in a variety of venues, including members' homes. All should be assessed for any possible risks and those attending informed of any potential hazards.

Interest Group:	Date:
Activity:	
Leader:	Signed:

Assessment of the following risks should be carried out as required:

Possible Hazards with Examples	Checked and Action, if required
Tripping eg caused by items on the floor which could be tripped over such as bins, mats and cables.	
Falls eg caused by steps in unexpected places not being seen, or uneven floors.	
Falls on slippery surfaces, eg wet floors, icy drives or paths	
Falls eg from unsafe seating or in an unsafe location	
Overheating eg due to poor ventilation or excessive heating.	
Any other hazard identified (please specify)	
Other Requirements	
	Checked and Action, if required
Evacuation from the premises through previously identified emergency exit(s), accessible and easily opened. Members informed at beginning of meeting.	
Identification of members requiring special assistance during an event and in case of an emergency.	
Accessible toilet facilities	
Drinking Water	

Remember: Assessing risk should reflect the physical needs of the members attending.