WYMONDHAM U3A RISK ASSESSMENT FORM (APPENDIX A.3.)

Event / Venue: Generic Private Houses	**Date of Issue/Review:**
Interest Group:	All houses used per group
Description of Activity and date(s):	
Name of compiler/Role	

TOPIC	RISK	YES	NO	N/A	MITIGATION
Organising the event	Is there enough space for all members in attendance?				Change location or restrict numbers
	Are there enough seats for all members in attendance?				Change location or restrict numbers
	Is there a register of members in attendance?				N/A. *Is a register necessary in a confined space?*
	Are light refreshments available to members? (e.g. water)				Advise in advance so members can bring their own.
	Have members been made aware of any pets?				Remove pets from meeting area. Consider visitors with pet allergies
	Is there a first aid facility at the house? Where is the First Aid kit?				
Member's Safety	Are all walkways that members have access to kept free from obstruction?				Move any obstructions and consider walking aids
	Can everyone access the room? Are there any steps and stairs precluding access or using the facilities				Change location
	Have all cables in use for this activity been visually inspected to ensure they are intact and safe for use?				Use another cable
	Are all exits unobstructed?				Move any obstructions and consider walking aids
	Is there a working smoke alarm?*				
	Have members been advised of any potential slip and trip hazards				Basic information required before meeting.
	Have members been advised of stairs, and steps				Basic information required before meeting.
Mobility	Do any members have mobility issues with stairs and steps to access facilities.				Check with individual members if step free access is not available. Consider peer group support.
Other(s)	Identify unique risk(s)				