

## WYMONDHAM U3A RISK ASSESSMENT FORM

<b>Generic Private Houses</b> (All houses used per group)	<b>Date of Issue/Review:</b>				
<b>Interest Group:</b>					
<b>Description of Activity and date(s):</b>					
<b>Name of compiler/Role</b>					
TOPIC	RISK	YES	NO	N/A	MITIGATION
Organising the event	Is there enough space for all members in attendance?				
	Are there enough seats for all members in attendance?				
	Is there a register of members in attendance?				
	Are light refreshments available to members? (e.g. water)				
	Have members been made aware of any pets?				
	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?				
	Can everyone access the room? Are there any steps and stairs precluding access or using the facilities				
	Have all cables in use for this activity been visually inspected to ensure they are intact and safe for use?				
	Are all exits unobstructed?				
	Is there a working smoke alarm?*				
	Have members been advised of any potential slip and trip hazards				
	Have members been advised of stairs, and steps				
Mobility	Do any members have mobility issues with stairs and steps to access facilities.				
Other(s)	Identify unique risk(s)				

