

Workop and District u3a

General Risk Assessment for u3a Activities



Name of person completing risk assessment:	Roger Hancocks
Date Approved by Committee:	25/02/25
Review Date	February 28

Introduction

This Risk Assessment applies to all groups that meet in commercial premises such as community centres, sports centres or church or village halls unless a specific alternative assessment has been made for the group.

All venues hired by the u3a are approved prior to first use by the committee to ensure they are suitable for our needs.

All groups require prior approval of the committee before they can commence.

All venues have a First Aid kit available. Group Leader should familiarise themselves with their location or how to access them.

Whilst this risk assessment is intended to manage the risks associated with the activities, members are reminded that they have a responsibility to ensure that they are capable of participating in the activity safely. This is to ensure that they do not endanger themselves or others.

Appended to this risk assessment is the members' personal risk assessment tool that members might find useful. This personal risk assessment is not intended to be shared with group leaders or others within the u3a: it is to help members decide whether or not they themselves can safely participate in an activity. Any accommodation must be discussed with the relevant group leader.

Accidents and Incidents

Where accidents or incidents do occur an Accident / Incident form should be completed forwarded to the u3a Committee. The Group Leader in consultation with the Groups Co-ordinator should review whether any remedial action needs to be taken. See our website for further guidance concerning Accidents and Incidents



Workshop and District u3a

General Risk Assessment for u3a Activities



Emergency Contact Details

Members are advised to hold their personal emergency contact details on them when they attend any u3a event, group or outing. The reverse of membership card provides space for this. Alternatively, members could use the Emergency Contact facility on their mobile phone which can be accessed when the phone is locked.



Workshop and District u3a

General Risk Assessment for u3a Activities



Hazard Identified	Control Measures
Slips Trips and Falls	On arrival the person in charge of the activity should ensure that there are no obstructions or hazards that will impinge upon the activity. If hazards such as damaged carpets, tiles, or other floor covering are identified, members should be made aware and the damaged reported to the landlord as soon as possible.
	Where groups use trailing cables to provide electricity the room should be arranged such that trailing cables do not cross areas that are used for access or egress. It is suggested where possible equipment is arranged around the outside of the room. Where this is not possible members should be alerted to the danger. Consideration should be made to covering exposed trailing wires where necessary or practical
	After setting up the group, aisles and exits must be kept clear and any storage containers or carry cases should be safely stowed away.
	Where an activity is exercise based members are advised to wear suitable clothing and footwear, and if appropriate remove any jewellery.
Manual Handling of Heavy Objects	Where group uses heavy equipment owned by the u3a, or needs to move venue equipment such as chairs or tables, leaders should ensure that members are aware of risk of moving such equipment without assistance.



Workshop and District u3a

General Risk Assessment for u3a Activities

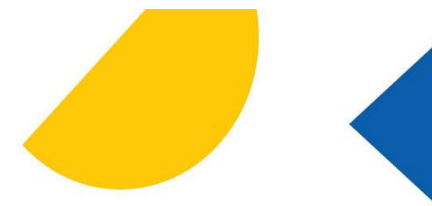


Hazard Identified	Control Measures
	People moving and handling objects should be aware of their own capabilities and physical limitations, and act accordingly. Members should help each other to move heavy equipment
Fire	The person in charge should ensure that all members know where fire exits are, and where to assemble in the event of a fire
	All smoke and fire doors are kept closed unless they are designed to remain open
	On arrival the person in charge of the activity should ensure that fire exits are clear
	Consideration should be made to taking an attendance register which could be used in the event of evacuation
Equipment including electrical equipment	Before each use all cables are inspected to ensure they are intact, free from visible damage, and safe to use.
	Electrical equipment that is plugged into the mains should be PAT tested. The u3a provides PAT testing each year and it is recommended that all equipment is tested annually where possible. This applies to personal equipment as well as u3a owned equipment, where the personal equipment is used in hired premises.



Workshop and District u3a

General Risk Assessment for u3a Activities



Hazard Identified	Control Measures
	Members should only use equipment if they are familiar with their safe operation. Particular care should be taken with wall mounted hot water boilers
Infectious Disease	Members who may be infectious should avoid attending their Groups. Specific Advice can be found by visiting the NHS website and as a benchmark the advice concerning the safe return to work should adopted as to whether an individual should return to a group.
For sporting activities Injury or potential injury during play	Group Leader must ensure all participants are aware of the rules / laws for the activity including the levels of physical effort / contact that is required or is acceptable. Members must familiarise themselves with the rules of play and must understand what is expected of them to ensure their safety and that of fellow members
For Musical Groups Excessive noise levels which may lead to damage to hearing	The person leading the group should ensure noise levels are not excessive during the activity. Players should be conscious of other players during warm-ups Attention should be given to appropriate spacing between players Attention should be given to the level of electrical amplification for the venue, performance or practice



Workshop and District u3a

General Risk Assessment for u3a Activities



Hazard Identified	Control Measures
For Musical Group Unfamiliar external venues	Using the principles outlined above the Group Leader should assess the suitability of any venue to which the group is invited to perform. This is likely to require a site. Where possible the venues own risk assessment and/or accessibility statement should be obtained



Workshop and District u3a

Member's Personal Risk Assessment



This personal risk assessment tool is to help identify personal risks you may experience. This is useful if you feel you are vulnerable and need to make considerations for the activities you participate in. You should think carefully about any specific risks you may encounter during a u3a activity. Where you identify a particular risk you should note the actions you will take to reduce the risk, and you can always add to this if you identify a new risk.

What is the potential risk?	How do you usually manage this risk?	Does this risk affect how you participate in u3a activities?			What accommodations do you need?
		Yes	No	N/A	
<i>e.g., I have difficulty walking</i>	<i>e.g., I use a walking stick, and sit down for most activities</i>	X			<i>e.g., I must have a seat during activities</i>
<i>e.g., I have diabetes</i>	<i>e.g., I monitor my blood sugar each morning</i>		X		<i>e.g., I manage this at home</i>
<i>e.g., I need general help from a carer</i>	<i>e.g., my carer supports me with participating in activities, as well as helping me to and from the bathroom</i>	X			<i>e.g., when participating in events I need an extra space for my carer to join me to support me</i>

Member's Personal Risk Assessment

[illegible]