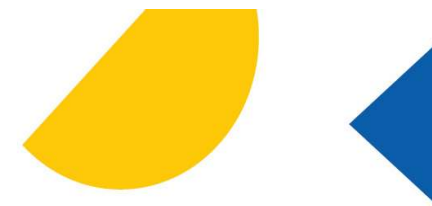


Workshop and District u3a

General Risk Assessment for Home Based 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 members' homes unless a specific alternative assessment has been made for the group.

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

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.

Access

Members with reduced mobility or other special needs should discuss with the host the suitability of attending a group in the member's home. It should be noted that there is no requirement on the host to make any special adaptation to accommodate visiting members.



Workshop and District u3a

General Risk Assessment for Home Based u3a Activities



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

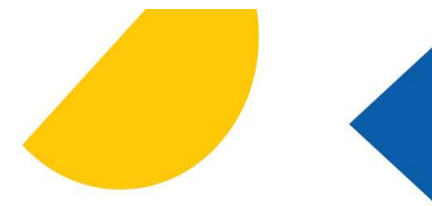
Emergency Contact Details

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

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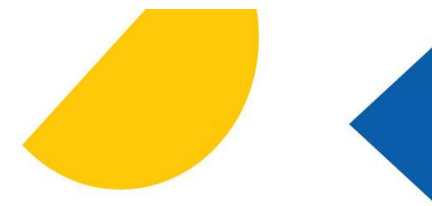


Hazard Identified	Control Measures
Slips Trips and Falls	The person hosting should ensure that there are no obstructions or hazards that will impinge upon the activity. After setting up the group, check all the walkway and exits the group has access to are clear and free from obstruction.
	Trailing cables represent a particular risk and the host should, where possible, re-route or cover trailing cables If trip hazards are identified the host should inform members on arrival.
	The host needs to assess whether the room is big enough and can accommodate the intended number of members comfortably
Manual Handling of Heavy Objects	If a room has to be re-arranged to accommodate the group or heavy equipment is required the host should ensure that members are aware of risk of moving such item without assistance. 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 items



Workshop and District u3a

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Hazard Identified	Control Measures
Fire	The host should ensure that route to exit their home in the event of fire is clear
	The host should ensure that all members know how to exit the building, if it is not the way they entered, and where to assemble in the event of a fire
	Consideration should be made to taking an attendance register which could be used in the event of evacuation
Pets	The host should ensure that members are aware of any pets that may be present in the home. Members need to assess the impact that may have on them and whether they wish to attend
Equipment including electrical equipment	Before each use all cables are inspected to ensure they are intact, free from visible damage, and safe to use.
	Members should only use equipment if they are familiar with their safe operation.
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 be adopted as to whether an individual should return to a group.



Workshop and District u3a

General Risk Assessment for Home Based u3a Activities



Hazard Identified	Control Measures
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

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	
e.g., I have difficulty walking	e.g., I use a walking stick, and sit down for most activities	X			e.g., I must have a seat during activities
e.g., I have diabetes	e.g., I monitor my blood sugar each morning		X		e.g., I manage this at home
e.g., I need general help from a carer	e.g., my carer supports me with participating in activities, as well as helping me to and from the bathroom	X			e.g., when participating in events I need an extra space for my carer to join me to support me

Member's Personal Risk Assessment

[illegible]