



HOME-BASED RISK ASSESSMENT CHECKLIST

u3a Name: Bognor Regis U3A	Date: 16.10.24
Name of person completing risk assessment checklist: M Paton	
Interest Group: Italian Intermediate	
Description of Activity: Language Learning	

This checklist is to help in the planning for an activity in a member's home. This isn't an exhaustive list, so think carefully about any specific risks you may encounter. It is likely that you will need to add to this risk assessment checklist. This form can (and should) be altered to suit specific activity requirements.

Where you identify a particular risk you should note the actions you will take to reduce the risk. It's important to carry out a risk assessment before the activity takes place, and you can always add to this during the activity.

	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
General	Is there enough space for all members in attendance?	yes			
	Are there any trip hazards or anything that might make members slip or fall?		no		Houses have normal carpets and maybe a standard rug
	Are all walkways that members have access to kept free from obstruction?	yes			Just usual hallway furniture
	Are there enough seats for all members in attendance?	yes			
	Can everyone access the room? (n.b. there is no requirement to make home adaptations)	yes			
	Have you taken a register of members in attendance?	yes			





Electrical	Have you made sure there are no trailing leads or cables to prevent a member tripping?	yes			
	Have all cables in use for this activity been visually inspected to ensure they are intact and safe for use?	yes			
Fire Safety	Are all exits unobstructed?	yes			
	Is there a working smoke alarm?*	yes			
Wellbeing	Are light refreshments available to members? (e.g., water)	yes			Only if members want them.
	Have members been made aware of any pets?			n/a	

*If you do not have a working smoke alarm, you can contact your local fire service for a 'Safe and Well Visit', during which they can fit a free smoke alarm in your home.

Other identified risks:	What will you do to mitigate these risks?
We meet in normal homes that just have standard carpets and furniture that we are all used to being in a home.	Act sensibly as we would in our own home.

u3a	Home Based Risk Assessment Checklist	The Third Age Trust	
Version	Description of changes	Date of change	Review date
1.0	Original Checklist	12.09.2022	12.09.2023

