

HOME-BASED RISK ASSESSMENT CHECKLIST



Name of person completing risk assessment checklist: Julie Cruickshank, Margaret Wallace
Interest Group: Readers Delight
Description of Activity: Book group discussion

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		Loc 1:	Loc 2:	Loc 3:	Loc 4:	Loc 5:	Loc 6:	Loc 7:		Loc 8:	Loc 9:	Loc 10:	Loc 11:
		JC	SH	LP	MF	PT	HK	RH		JB	MAW	PT	MW
		Y, N, N/A	Y, N, N/A	Y, N, N/A	Y, N, N/A	Y, N, N/A	Y, N, N/A	Y, N, N/A		Y, N, N/A	Y, N, N/A	Y, N, N/A	Y, N, N/A
Date of assessment for location		30/9/24	7/1/25	10/0225	08/03/25	14/04/25							
General	Is there enough space for all members in attendance?	Y	Y	Y	Y	Y							
	Are there any trip hazards or anything that might make members slip or fall?	N	N	N	N	N							

	Are all walkways that members have access to free from obstruction?	Y	Y	Y	Y	Y							
	Are there enough seats for all members in attendance?	Y	Y	Y	Y	Y							
	Can everyone access the room?(nb there is no requirement to make home adaptations)	Y	Y	Y	Y	Y							
	Have you taken a register of members in attendance?	Y	Y	Y	Y	Y							
Electrical	Have you made sure there are no trailing leads or cables to prevent a member tripping?	Y	Y	Y	Y	Y							
	Have all cables in use for this activity been visually inspected to ensure they are intact and safe for use?	N/A	N/A	N/A	N/A	N/A							
Fire Safety	Are all exits unobstructed?	Y	Y	Y	Y	Y							
	Is there a working smoke alarm?*	Y	Y	Y	Y	Y							

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