



<b>u3a Name:</b> Bracknell Forest U3A	<b>Date:</b> March 2023
<b>Name of person completing risk assessment checklist:</b> Greg Boys	
<b>Interest Group:</b> Music Appreciation 1 [classical], Premises B, part postcode RG12	
<b>Description of Activity:</b> Exploring the world of music	

### HOME-BASED RISK ASSESSMENT CHECKLIST

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?	✓			
	Are there any trip hazards or anything that might make members slip or fall?	✓			See part two below
	Are all walkways that members have access to kept free from obstruction?	✓			
	Are there enough seats for all members in attendance?	✓			
	Can everyone access the room? (n.b. there is no requirement to make home adaptations)	✓			
	Have you taken a register of members in attendance?	✓			



Electrical	Have you made sure there are no trailing leads or cables to prevent a member tripping?	✓			
	Have all cables in use for this activity been visually inspected to ensure they are intact and safe for use?		✓		All cables are wired in and not exposed.
Fire Safety	Are all exits unobstructed?	✓			
	Is there a working smoke alarm?*	✓			
Wellbeing	Are light refreshments available to members? (e.g., water)	✓			
	Have members been made aware of any pets?			✓	

\*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?
Gas appliances - -CO monitor/alarm	Although a recent battery installed the Monitor/alarm did not appear to work, householder will replace
Doorsteps – All premises used by the group have doorsteps and will vary on dimensions and surface.	All members to be reminded to take care when entering or exiting the premises, especially those with mobility issues.
Driveways – All premises used by the group have driveways and will vary on dimensions and surface type. In addition some have inclines and some may have an uneven surface.	All members to be reminded to take care when walking on the driveway whilst entering or exiting the premises, especially those with mobility issues.

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

