

Chester u3a Generic Risk Assessment Form

Interest Group		Date	
Group Leader		Risk Assessor	
Description of Activities			

Answer all Questions as Y, N or N/A. If any question is **No**, then give mitigation.

Item	Y, N or N/A	Mitigation
General. Is there enough space for all members in attendance?		
Does your venue have any formal limits on attendance numbers?		
Have all trip hazards been identified and removed?		
Are walkways that members have access to kept free from obstacles?		
Are there enough seats for all members in attendance?		
Can everyone access the room?		
Have you taken a register of all members in attendance?		
Is your register of members (Beacon) up to date?		
Have you emergency contact details for members in case of emergency?		
Electrical. Have you made sure there are no trailing leads to prevent a member tripping.		
Have all cables in use for this activity been visually inspected to ensure they are intact and safe.		
Fire and Safety. Are all exits unobstructed?		
Is there a working smoke alarm?		
Do you have access to first aid facilities?		
Do any of your members have any allergies?		
Wellbeing. Are light refreshments available to members (at least water)?		
Have members been made aware of any pets?		

Other identified Risks	Mitigation