HOME-BASED RISK ASSESSMENT CHECKLIST

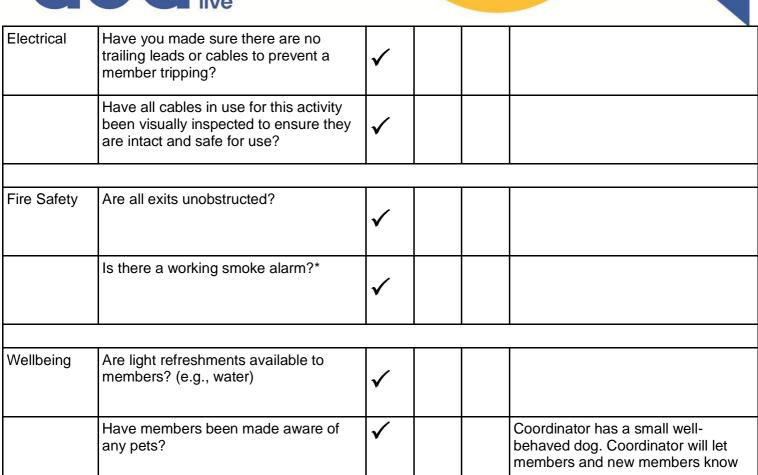| u3a Name: Craft 2	Date: 6th November 2024
Name of person completing risk assessment checklist: Janet Jackson and Carol Clark	
Interest Group: Craft 2	
Description of Activity: Various craft activities including Knitting, Crochet, Sewing, Diamond Art	

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?		✓		Coordinator is aware of trip hazards Mats are stuck down
	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?	✓			Coordinator will take a register of members present at the start of the meeting

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?	✓			
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?	✓			Coordinator has a small well-behaved dog. Coordinator will let members and new members know

*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?
Members with mobility issues Steps up to the front door	There is a fitted handrail. Alternative entrance by back door which members with mobility issues may find easier to use. A raised toilet seat is available
Sewing machine available if needed	Members are experienced in using a sewing machine and will be offered help if necessary
One of the group member has additional needs	Group coordinator is aware of the members needs and has a copy of her personal RA