



### HOME-BASED RISK ASSESSMENT CHECKLIST

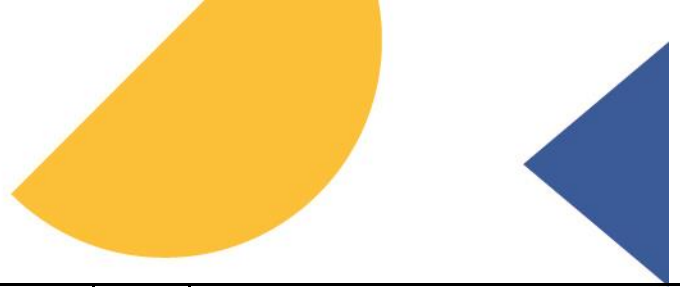
<b>u3a Name: Bracknell Forest</b>	<b>Date: 02/05/2024</b>
<b>Name of person completing risk assessment checklist: Jane Hempson-Jones</b>	
<b>Interest Group: Writing for Fun</b>	
<b>Description of Activity: Sitting at a table, reading, writing and talking</b>	

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		There is a mat at front door. I always point it out to those who enter.
	Are all walkways that members have access to kept free from obstruction?	Yes			
	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			We are on the flat; disabled access, if ever necessary, is easy
	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?			N/A	We do have coffee/tea, which I make. I warn each member, if their drink is hot.
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			Water is always available on the table, with glasses, for members to help themselves without leaving the table.
	Have members been made aware of any pets?	Yes			We have a friendly dog. She greets each member when they arrive – I ensure she can't knock anyone over eg if she becomes excited and gets in their way, in which case I instruct her to go to her bed. She is obedient. Once greeted, she goes to sleep! No member so far has disliked dogs – if we have such a member in the future, she can be safely shut elsewhere.

\*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?
No other risks identified	There are no steps to the house. There is parking on the driveway, so those members who can't walk far (there are none at the moment) can access the house. Access to the toilet is also flat.

<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

