

### WEST WOLDS U3A RISK ASSESSMENT (home based Groups)

Group Name:	Group Leader: (GL)
Description of group activity:	Venue: <b>HOME</b>

**GUIDANCE:** For all activities, GL's needs to submit a Risk Assessment (RA) listing Hazards and Risks(H&R) to be advised to members both before and during their activity, and also to act as a checklist for reference each time the activity takes place. In addition, GLs should, always state wherever possible, action to take to mitigate risk. **For GL's Home:** Please consider **1) For arrival and access: any** parking difficulties, steps into the building or between rooms...**2) Before the meeting** – is the home checked for trip& slip hazards, tight spaces, poorly lit areas, or any other hazards? Also, ensure any member allergies will be catered for, and any pets are kept in a separate room, where appropriate **3) At the meeting** – The GL should remain alert to any hazards and risks arising e.g. in the preparation and serving of hot drinks.

<p><b>Please identify hazards and risks to be advised to members:</b></p>	<p><b>Wherever possible, state what action can be taken to mitigate identified risks</b></p>
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Date completed:	Signature: (GL)
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