

Tarporley and District u3a: TCC Risk Assessment for Groups Checklist v1

Name of person completing this checklist:

Interest Group:

Activity:

Date:

This checklist is to help in the planning for a primarily sedentary TCC based activity. Activity based groups, such as Table Tennis will need their own supplementary procedures. 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. Brackets (Yes) (No) indicate risk may not always be present.

For Each Sedentary Meeting

	Risk Assessment Checklist	Yes	No	N/A	What actions will you take to mitigate this risk?
Room	Are there enough seats for all members in attendance?	(Y)			Limit attendance; provide more seats
	Is the attendance within the permitted capacity of the venue? Main Hall: max 160 Committee Room: max 20 Arthur Meredith: max 30 Craven Room: max 40	(Y)			Limit attendance
Fire Safety	Has a register of members in attendance been taken for fire safety reasons?				Yes
	Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?				Yes
	Have Evacuated Members been asked not leave the area until they have been accounted for				Yes
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?	(Yes)			Helpers designated. Disabled Members to be situated near exits
	Are Group leaders aware of TCC fire procedures and the need to follow them?				Procedures displayed in Entrance Hall
	Are Group leaders aware of the location of Fire Alarm buttons				Locate as displayed in Entrance hall
Furniture	Does furniture have to be moved?	(Yes)			Inform members that they should 1. Not do anything if not confident they can do so safely

					2. Never move more than 2 chairs at a time 3. Never move a table on their own 4. Never stack chairs more than 4 high
Electrical	Are there trailing leads or cables causing a trip hazard?	(Yes)			Draw attention to any, protect if practicable and minimise the need to cross over them.
	Have all u3a cables been inspected to ensure they are intact and safe for use?				Yes
	Has u3a equipment been PAT tested?				Yes
Refreshments	Scalding risk?	(Y)			Kitchen occupancy limited to 2.
	Cutting risk	(Y)			First Aid kit available
	Slipping risk?	(Y)			Floor drying materials kept at hand
Health	Member unwell?	(Y)			TCC Defib (Code : C159X) location known: outside on left side wall Convenors offered training in CPR and Defibrillator use
	Infected Microphone	(Y)			Wipe with antibacterial cloth or isopropyl alcohol (10% water)