



Knutsford and District u3a

Risk Assessment

1. What is a Risk Assessment?

- A step-by-step process of evaluating the potential risks that may be involved in an activity.

2. Status of u3a Meetings

- u3a meetings are not a group of friends getting together for a coffee
- u3a meetings are organised by you on behalf of Knutsford u3a and in particular your activity group.
- Knutsford u3a has a responsibility to ensure the safety of members and others attending the various activities it arranges.

3. Responsibility of u3a members

- Members have a responsibility to safeguard themselves by using common sense and acting safely.
- E.g., If you provide a table for them to put their hot cup of tea on, and they do not use it and then pour it over themselves that is not your fault.
- If they trip over a wire you have left trailing across the floor – that is your responsibility.

4. Meeting Places

- Is access suitable for all members of your group?
- First floor rooms? - Can all easily manage the stairs - especially in the case of fire?
- Are there potential trip / slip hazards?
- What means of escape are there?
- Where are the Fire Exits? Check not blocked.
- For houses are the keys to both Front and Back doors in the locks? Windows unlocked?

5. Large Meetings

- Pre-Meeting – Inspect the Venue
- Is it suitable?
- Responsible Person – normally the organiser
- Evacuation Plan
- Safety Wardens – define duties
- Fire Exits – Check – Point them out at start.
- Allocate seating areas

6. Emergency Services

- Where is the meeting being held?
- What is the Post Code?
- What is the contact phone number?
- For “outside” activities – is there always a mobile phone signal available to one or more phones? If not how far away? Are all the phones fully charged? Can you pinpoint where you are? – map / compass / GPS / e.g. OS Locate App on Mobile

7. Activities

- Are the proposed activities within the physical capabilities of the participants?
 - Stairs to climb
 - Distance to walk
 - On and off transport
 - Ground conditions
 - If visiting a public building are lifts available

8. Electrical Equipment

- For meetings other than in private homes Knutsford U3A (and often the venue) requires items older than 12 months old to be PAT Tested.
- For all meetings carry out a physical inspection, looking for damage to the equipment and any connecting wires and plugs. Do not use faulty items.
- Make sure there are not wires trailing across the floor. Cover them or block the passage

9. Oh, dear what can the matter be, three

- In the words of that famous Falklands broadcast – Count them in and count them out.
- Keep a register. The fire warden will want names
- Before you leave the premises make sure all your group have left the building **and check the toilets**. This applies especially if you are responsible for locking up.

10. Other Hazards

- In this short resumé it has only been possible to deal with some of the potential hazards to look for.
- Each group needs to look at their individual activities and meeting place.
- Further information can be found on the National U3A website.

11. Conclusion

- Doing a risk assessment is easy – we all do it subconsciously when looking after young children!!
- Identify the hazards and eliminate them where possible
- Be prepared and plan what to do if there is an accident / fire