

**HOME-BASED RISK ASSESSMENT CHECKLIST**

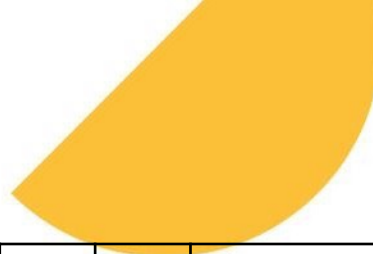
<b>u3a Name: NORTH NORFOLK</b>	<b>Date: 7th March 2026</b>
<b>Name of person completing risk assessment checklist: John Wharfe</b>	
<b>Interest Group: French Conversation Group 2 (Holt)</b>	

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?	YES			There are two separate steps up to the external door used by members. As host I accompany the more vulnerable members when they enter or leave the house.
	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			
	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	
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			
	Have members been made aware of any pets?	YES			

\*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?

