



FORM RAO6

HOME-BASED RISK ASSESSMENT CHECKLIST

u3a Name: NORTH NORFOLK	Date: 28 January 2026
Name of person completing risk assessment checklist: Vic Cocker. Group Contact	
Interest Group: Thinkers	
Description of Activity and Location: A discussion group of about 12 members which moves location monthly to the home of the host who has prepared a talk on the discussion topic about a Thinker or a “thinking” subject. So we have about 12 locations.	

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?	X			
	Are there any trip hazards or anything that might make members slip or fall?		X		It is the hosts responsibility to check for trip hazards and to warn or mitigate.
	Are all walkways that members have access to kept free from obstruction?		X		The host will mitigate as far as possible and warn members to avoid hazards.
	Are there enough seats for all members in attendance?	X			No one will be asked to stand or sit on the floor.
	Can everyone access the room? (n.b. there is no requirement to make home adaptations)	X			
	Have you taken a register of members in attendance?	X			





Electrical	Have you made sure there are no trailing leads or cables to prevent a member tripping?	X			Host to check for these hazards plus Group contact.
	Have all cables in use for this activity been visually inspected to ensure they are intact and safe for use?	X			Cables not usually required for this discussion group . If a laptop is used the owner will check for cable hazard.
Fire Safety	Are all exits unobstructed?	X			The main household exit is unobstructed
	Is there a working smoke alarm?*		X		Not all homes have a. smoke alarm. However distance to exits is short.
Wellbeing	Are light refreshments available to members? (e.g., water)	X			
	Have members been made aware of any pets?	X			

*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?
External steps	Warn members to be very careful
Car exit to main road from driveway	Warn members about possible fast moving traffic

