

Cotgrave & District U3A



Risk Assessment Policy

Preamble

This is intentionally a light touch policy designed to take the necessary steps to ensure the safety of members without burdening group leaders with extensive additional responsibilities. It is therefore sufficient to assess a new venue at the time of first use and not at every subsequent event. In this context a new venue is defined as one which has not previously been used by Cotgrave U3A or any Cotgrave U3A group. Use by another U3A does not obviate the need for assessment. However, as a routine, Group leaders should carry out a brief visual inspection at the outset of each event to ensure the venue remains safe, and should also ensure that attendees are still capable of undertaking the activities of the group.

Checks for new venues

1. Does the venue operator have public liability insurance?
2. Are there adequate and readily accessible fire escapes and emergency exits?
3. Is wheelchair access adequate?
4. Is the access suitable for the group attending the activity, especially for anybody with limited mobility or other vulnerabilities?
5. Is the area to be used free from obstructions and trip hazards?
6. Are the toilet facilities adequate and accessible?
7. Is the venue clean and tidy?
8. If refreshments are served are the facilities adequate and hygienic?

Checks for members' premises

Where a member holds an event in his or her home or garden a detailed risk assessment is not necessary. It is sufficient for that member to be aware of possible hazards and, if such exist, to point them out to visitors.

Checks for walkers and ramblers

1. Plan the route and then walk it prior to the group walk.
2. Check for hazards on the route – for example muddy/slippery sections, canals, rivers and other large areas of water, sheer drops, steep inclines, and livestock. Change the route if any section of it is unsafe or potentially unsafe.
3. Avoid busy roads.
4. Advise walkers to bring suitable clothing and footwear.

Covid

Whilst the virus is still prevalent follow current government guidelines as far as is practicable– see appendix.

This policy was adopted at a meeting of the Cotgrave & District U3A Executive Committee on *27 August 2021* and will be reviewed at least every 2 years.