HHD u3a

Home and Garden Group Risk Checklist

These questions should be reviewed at least once each year for each venue where the group holds meetings where this is a Member's private home or garden. The completed form should be returned to the Groups Coordinator either electronically or in hard copy.

Name of Group	
Venue considered	
Is the meeting area suitable and sufficient for the number of attendees expected?	
Have potential trip hazards been removed if possible and in the case of fixed hazards such as steps have they been drawn to the attention of attendees?	
If an attendee has particular mobility challenges have they been advised of accessibility issues?	
Is the house equipped with appropriate smoke and carbon monoxide detectors?	
Is drinking water available for participants?	
Are emergency contact details for all of those taking part in the meeting available to the person hosting the meeting?	
Name of Group Leader or other Group member who has checked these issues	
Date	

RW

3/11/2026