

## Christchurch u3a - Guidelines for Risk Assessments

### Introduction

Christchurch u3a has updated its Health and Safety Policy and as a result it is now a requirement that all Group Leaders undertake an annual Risk Assessment of their activity. The primary purpose of this activity is to ensure that we keep our members safe by identifying any potential risks and exploring how they can be mitigated.

In general, all activities attract some level of risk (some more than others) and the overall aim is to identify these and put in place proportional mitigation actions to reduce the likelihood of the potential risk. The overall objective is not to eliminate all risks but to ensure that they have been correctly identified and wherever possible minimised.

### The Process

Christchurch u3a will require all Group Leaders to complete an annual risk assessment, using templates provided on the web, at the beginning of the Autumn term or at the initiation of a new group. Once completed copies are to be sent to the u3a Office using “office\_manager@christchurchu3a.org.uk” or, by mail or, through the letter box.

### Documentation

The set of generic Risk Assessment Templates, derived from the Third Age Trust (TAT) website, are available on the web. These templates are designed to support the development of group-based risk assessments. The content of the templates is generic in nature and therefore Group Leaders will need to adapt them to meet their specific needs. In addition, we cannot provide templates for all activities so Group Leaders will need to select one that is closest to their needs and adapt it to meet the needs of their group. In some cases, Group Leaders should assess whether they need to develop a checklist to be used on a regular basis at the commencement of an activity.

Risk Assessment Templates can be found on the web using the following links: Locate the Christchurch u3a website, select “Membership”, select “Members Page”, select “Group Leaders”, select “Risk Assessment Forms”.

### Expectations and Support

Although this is a new process our expectation is that for most groups the Risk Assessment will be relatively straightforward. It is good practice to develop the Risk Assessments with the group as this ensures engagement by all participants in the activity. Once created the Risk Assessments can then be updated if circumstances change.



We appreciate that some Group Leaders, for variety of reasons, may need support in completing their Risk Assessment. If this is the case, then please contact the Group Coordinator who will provide help and support.

If a Group Leader identifies a risk that cannot be resolved at the group level, then they should contact the Group Coordinator who will work with the Committee to find a mutually agreed solution that meets the Group's needs.

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