

# Hucknall & District U3A

## Sport/Exercise Risk Assessment checklist

This document is to help in the planning for a sporting or exercise activity. This isn't an exhaustive list, so think carefully about any specific hazards you may encounter. It is likely that you will need to add items to your risk assessment. Where you identify a hazard you should note the action(s) you will take to reduce the chance of accidents occurring. Your risk assessment will need to be reviewed and possibly amended if the venue changes.

Interest Group	
Completed by	Date
Description of Activity	

	Risk Assessment Checklist	Yes/No NA	If no, what actions will you take to mitigate this risk?
Member safety	Have you taken a register of attendees?		
	Do you have the emergency contact details of each attendee if members are happy to provide this information?		
	Have you checked the weather (if outdoor) to ensure that it is suitable for this u3a activity to go ahead?		
	Are all attendees wearing suitable clothing/footwear?		
Activity area/ public space	Is the activity taking place in an area specifically designed for this activity (e.g., a tennis court)?		
	Is the activity area suitable for the activity taking place?		
	Have you inspected the ground and activity area for hazards and removed them if safe to do so?		
	Are spectators a safe distance away from the activity area?		
Equipment	Is the equipment fit for use?		
	Have attendees received a demonstration on how to use equipment correctly?		
Participation	Have new attendees been given instruction in the activity?		

Other identified risks	What will you do to mitigate the risk?