

Driffield and Wolds u3a

Risk assessment for u3a activities in the Driffield Community Centre

This assessment covers u3a activities in the Community Centre. It includes meetings of the u3a committee and interest groups including Bridge, Discussion, Classical Music, Crafts and Local History. The Community Centre has performed its own risk assessments and u3a members will follow requirements, such as instructions in the event of a fire.

General comments

The Community Centre is a single storey building with no stairs. It is accessible via a ramp and automatic double doors.

The **main hall** is accessible from the entrance lobby, and also via the small hall. It has a double door fire exit and exit is also possible via the lobby and small hall. There is a serving hatch to the kitchen. There is a raised stage with steps on either side.

The **small hall** is accessed by a corridor. It has a fire exit door. There is also a door to the kitchen. There is also access to the Community Centre Office and a store room, neither of which are generally used by u3a members.

The **meeting room** in the Community Centre is accessible via a corridor. Wheelchair users may require assistance to open the doors in the corridor. The room has a double door fire exit, opening outwards with a push bar. It leads directly outside. The furniture (tables and chairs) is arranged by centre staff before the meeting. No lifting is required by U3A members. The only lifting and handling required by members is for their own belongings.

The **kitchen** is accessed by a door from the entrance lobby and another door from the small hall. Exit is via these two doors. The kitchen is used for serving refreshments, usually hot drinks and snacks that do not require cooking. These are served to the main hall via a hatch.

U3a activities in the Community Centre

A risk assessment check list (attached) has been completed and the following risks have been identified:

- Fire
 - Members will follow the Centre's fire instructions
 - Large items will not be placed where they might block corridors or fire exits
 - A register of those attending is not required for fire safety purposes
- Falls
 - If cables are used, for example for the projector, care will be taken to ensure that they do not cause a trip hazard
 - Any liquid spillages on floors will be cleaned to avoid slips. This is particularly important for activities such as table tennis.
 - Access to the stage will be restricted to those requiring it, such as presenters. It is expected that those on the stage will take reasonable care not to approach the edge
- Use of the kitchen
 - Overcrowding will be avoided. Only those designated to provide refreshments will be present
- Lifting and Handling
 - Members will take care in any lifting and handling they need to do

Assessment

Discussion Group meetings take place only in the Meeting Room. The kitchen, Small Hall and Main Hall are not used. The projector is used on rare occasions.

With the measures provided by the Community Centre, together with those identified in the section above, the risk of injury to members attending is considered to be low.

Assessment performed by: **C Taylor**

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