



WORKSHOP ACTIVITY CHECKLIST

Saxon Shore u3a	Date:
Name of person completing checklist:	
Interest Group:	
Description of Activity:	

This checklist is to help in the planning for a workshop activity such as woodworking. This isn't an exhaustive list, so think carefully about any specific risks you may encounter. It is likely that you will need to add to this assessment checklist. This form can (and should) be altered to suit specific activity requirements.

Where you identify a particular risk you should note the actions you will take to reduce the risk. It's important to carry out a risk assessment before the activity takes place, and you can always add to this during the activity.

Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
Tool Use				
Are tools sharp and in good condition? (eg no damage, splitting of handles etc)?				
Are electric power tools Portable Appliance Tested (PAT)?				
Are electric power tools double insulated?				
Have you completed a visual inspection of leads and connections?				
Fixed Machinery				
Are electrical connections & wiring in good condition?				



Is the equipment suitably earthed?				
Are there electrical isolation systems in place?				
Is there suitable extraction/ventilation in place where appropriate to the machine?				
Are appropriate guards fitted and in good condition?				
Personal Protective Equipment (PPE)				
Do members have the following PPE (if required): a) Eye protection b) Hearing protection c) Dust mask d) Gloves e) Safety shoes				
Does the material require special precautions in use? (e.g., the wearing of PPE?)				
Workplace Hazards				
Are there clear safe systems of work and operation guidance posted for the machines, identifying the specific safety cut offs in place, or some instruction available to cover these issues?				
Are the floors free from trip hazards and escape routes clear?				
Are precautions in place to prevent or respond to fire?				
Does the activity require special precautions? Eg removal of jewellery, tying back long hair?				



Other identified risks:	What will you do to mitigate these risks?

u3a	Workshop Activity Checklist		
Version	Description of changes	Date of change	Review date
1.0	Updated Checklist based on Third Age Trust version 03 Nov 2022	23 Apr 2025	As needed