

Venue Risk Assessment Checklist

U3A Name Barnsley and District	
Venue: New Hope Methodist Church, Barnsley North East, Athersley.	
Date	Location/Postcode
Description of Activity	

Hazard	Yes	No	N/A	Comments
1 Is the access suitable for the group attending the activity especially anybody with limited mobility?	√			
2 Is wheelchair access adequate?	√			
3 Is the area free from obstructions & trip hazards?	√			
4 Are there adequate means of escape in an emergency?	√			
5 Are there appropriate direction signs to aid escape?	√			
6 Is there a Fire Alarm?		√		There is a smoke alarm
7 Is there Emergency Lighting?		√		
8 Is there a designated assembly point? Where is it?	√			Car park
9 Is there an emergency procedure for the building? Do you have a copy?		√		
10 Is seating always laid out?	√			
Is it a U3A responsibility before and after the activity to lay out seating	√			
11 Is there a kitchen?	√			
Is the kitchen adequate and hygienic?	√			
Are food safe cleaning materials available?	√			
Has the kettle been visually safety checked?			√	There is a boiler and it is tested.
12 Are the toilet facilities adequate & accessible?	√			
13 Is equipment being brought to the venue?	√			Clear up after use.
Has it been checked?		√		Owners responsibility
14 Is there a First Aid box and if so where is it located?	√			
15 Does it have a sound system with an induction loop?		√		Box in smaller room (Dining room)
16 Other (define)				

Additional information:

Limited car parking.
 The large room can be sectioned off to be two small rooms.
 DO NOT USE THE ALTAR PART.
 Funerals have precedence over u3a groups.
 £8 per hour and £5 for kitchen use.

Signed

Trudy Atkinson

Dated June 2021