

Venue Risk Assessment Checklist

U3A Name Barnsley and District	
Interest Group Canasta	
Date Thursday evenings every week	Location/Postcode Ardsley Working Mens Club
Description of Activity To play the card game canasta	

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?	✓			
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?	✓			On wall just inside the front door
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?		✓		
12 Are the toilet facilities adequate & accessible?	✓			
13 Is equipment being brought to the venue?	✓			Coordinator brings cards
Has it been checked?		✓		
14 Is there a First Aid box and if so where is it located?	✓			Behind the bar
15 Does it have a sound system with an induction loop?		✓		
16 Other (define)				
Additional information:				