

Venue Risk Assessment Checklist

U3A Name Barnsley and District	
Interest Group	
Date 25 October 2021	Location/Postcode Dodworth Library, Dodworth
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?	✓		
7	Is there Emergency Lighting?	✓		
8	Is there a designated assembly point? Where is it?	✓		Out the front of the building.
9	Is there an emergency procedure for the building? Do you have a copy?	✓		On the wall inside the 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?	✓		Members own equipment.
	Has it been checked?			
14	Is there a First Aid box and if so where is it located?	✓		Under the counter.
15	Does it have a sound system with an induction loop?	✓		
16	Other (define)			

Additional information: