

# Venue Risk Assessment Checklist

<b>U3A Name</b> Barnsley And District	
Interest Group Various	
Date 15 September 2021	Location/Postcode Staincross Christian Fellowship Church, 21 Spark Lane, Mapplewell, S75 6AA
Description of Activity Various Activities	

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 next door
9 Is there an emergency procedure for the building? Do you have a copy?	✓			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?	✓			There is a brand new boiler
12 Are the toilet facilities adequate & accessible?	✓			
13 Is equipment being brought to the venue?	✓			Coordinators own
Has it been checked?		✓		
14 Is there a First Aid box and if so where is it located?	✓			In the kitchen drawer
15 Does it have a sound system with an induction loop?		✓		
16 Other (define)				

Additional information: