

Venue Risk Assessment Checklist

U3A Name	Barnsley and District		
Interest Group	Canasta Penistone		
Date	02.02.2022	Location/Postcode	Penistone Leisure Centre
Description of Activity			
To learn and play 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?	✓		Out at the front of the building near the top of the slope.
9	Is there an emergency procedure for the building? Do you have a copy?	✓		Yes. Do not have copy it is under review.
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?	✓		Only open when chef is there. There is a table top hot water dispenser
	Is the kitchen adequate and hygienic?	✓		which can be supplied along with tea/coffee/milk at a cost of £1 per
	Are food safe cleaning materials available?	✓		cup when the café is closed but must be pre-ordered.
	Has the kettle been visually safety checked?	✓		
12	Are the toilet facilities adequate & accessible?	✓		
13	Is equipment being brought to the venue?	✓		Members own.
	Has it been checked?		✓	
14	Is there a First Aid box and if so where is it located?	✓		Under the counter in the office.
15	Does it have a sound system with an induction loop?		✓	It is currently being looked into.
16	Other (define)			

Additional information: The maximum seating in the in the Studio/café is 34.