

Venue Risk Assessment Checklist

U3A Name Barnsley and District	
Interest Group	
Date 22/02/2022	Location/Postcode St Thomas' Church Room, Gawber S75 2RL
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?	✓			In the 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?	✓			
12 Are the toilet facilities adequate & accessible?	✓			
13 Is equipment being brought to the venue?		✓		
Has it been checked?		N/A		
14 Is there a First Aid box and if so where is it located?	✓			In the kitchen
15 Does it have a sound system with an induction loop?		✓		
16 Other (define)				

Additional information: This is a small room built on to the church and would accommodate about 20 depending on the activity. Churches do not tend to have fire alarms.