

Indoor Venue Risk Assessment Checklist

U3A Name Battle & District U3A
Interest Group (Insert) Speaker Meeting at the Emmanuel Centre, Harrier Lane, Battle TN33 0FL
First Monday each month– 10.00am to 12.00 Ground Floor Coffee Lounge – Emmanuel Centre – Greeting members as they arrive and directing them upstairs to socially distanced seating. Beech conference room – doors/windows open for ventilation Face coverings requested for all members when moving around
Brief Description of Activity A planned speaker event with audience socially distanced.
Covid Guidelines Face coverings to be worn and any member feeling unwell and any member with a high temperature asked not to attend. Additional measures that we on the Committee will take to minimise risk and keep us all safe include: <ul style="list-style-type: none"> • Sanitising surfaces that are regularly touched such as stair rails before you arrive • Sharing the risk assessments that we in Battle & District U3A and the Emmanuel Centre have produced before the meeting. • Providing hand sanitiser to use on arrival • Providing the QR Codes for you to sign onto the Gov Covid App • To request to take your temperature on arrival

Hazard	Yes	No	N/A	Comments
1 Is the access suitable for the group attending the activity especially anybody with limited mobility?	X			
2 Is wheelchair access adequate?	X			
3 Is the area free from obstructions & trip hazards?	X			
4 Are there adequate means of escape in an emergency?	X			
5 Are there appropriate direction signs to aid escape?	X			
6 Is there a Fire Alarm?	X			
7 Is there Emergency Lighting?				
8 Is there a designated assembly point? Where is it?	X			Car parking area
9 Is there an emergency procedure for the building? Do you have a copy?	X			
10 Is seating always laid out?	X			
Is it a U3A responsibility before and after the activity to lay out seating	X			Seating to be returned to arrival positions
11 Is there a kitchen?	X			
Is the kitchen adequate and hygienic?	X			
Are food safe cleaning materials available?	X			
Has the kettle been visually safety checked?	X			
12 Are the toilet facilities adequate & accessible?	X			
13 Is equipment being brought to the venue?		X		
Has it been checked?			N/A	
14 Is there a First Aid box and if so where is it located?	X			Rowan Lounge, kitchen, upstairs vestibule in office

15	Does it have a sound system/ induction loop?	X			
16	Other (define)				

Additional information/ Exceptional Circumstances:
See separate Risk Assessment for Covid adherence

Signed (Chair – Battle & District U3A or Venue Risk Assessment Officer)

Date 3.9.2021

Diane Wilson