

T.E.C. Completed Risk Assessment

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
Brief Description of Activity A planned speaker event
<p>In addition to our own Safeguarding policies, risk assessments and those of the The Emmanuel Centre measures that we on the Committee will take to minimise risk include:</p> <ul style="list-style-type: none"> • Sharing the risk assessments that we in Battle & District U3A and the Emmanuel Centre have produced via the website and a printed copy at sign in. • Ensuring that changes to risks and Government guidelines are reviewed and reflected in assessments. (completed March 2024) • Advising that if unwell, members should think carefully before attending a meeting to minimise risks to others.

	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?	X			
8	Is there a designated assembly point? Where is it?	X			Car parking area
9	Is there an emergency procedure for the building? 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			

Additional information/ Exceptional Circumstances: See also Day of Use Checklist

Signed (Chair – Battle & District U3A or Venue Risk Assessment Officer) Diane Wilson Date 8.1.2024