



VENUE-BASED RISK ASSESSMENT CHECKLIST

u3a Name: BUCKHURST HILL

Date: JANUARY 2023

Name of person completing risk assessment checklist: KEVIN LUCAS

VENUE: RODING VALLEY HALL

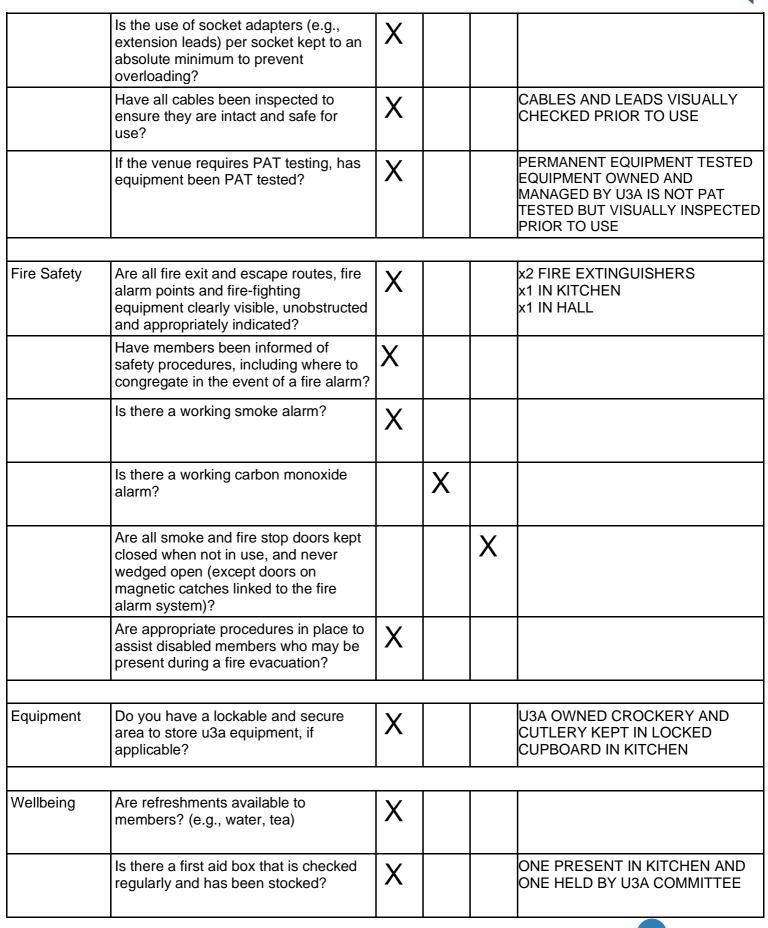
Description of Activity: MONTHLY MEETING AND OTHER GROUP FUNCTIONS

This checklist is to help in the planning for a venue-based activity, such as a community hall. This isn't an exhaustive list, so think carefully about any specific risks you may encounter. It is likely that you will need to add to this risk assessment checklist. This form can (and should) be altered to suit specific activity requirements.

Where you identify a particular risk you should note the actions you will take to reduce it. It's important to carry out a risk assessment before the activity takes place, and you can always add to this during the activity.

	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
General	Is the area where the u3a activity is taking place in well lit and away from any hazards?	X			
	Are floor surfaces in good condition to prevent slips, trips, and falls?	X			
	Are all walkways kept clear and free from obstruction?	X			
	Are there enough seats for all members in attendance?	X			
	Has a register of members in attendance been taken for fire safety reasons?	X			
Electrical	Have you made sure there are no trailing leads or cables?	X			ANY TRAILING LEADS COVERED BY A SUITABLE RUBBER COVERING









Other identified risks:	What will you do to mitigate these risks?				
DESIGNATED ASSEMBLY POINT	CAR PARK - THE MONKHAMS PUBLIC HOUSE				

u3a	Venue Based Risk Assessment Checklist	he Third Age Trust	
Version	Description of changes	Date of change	Review date
1.0	Original Checklist	12.09.2022	12.09.2023

