

**Cam, Dursley & District U3A**  
**Venue Risk Assessment Checklist**

<b>Interest Group</b>	<b>Date</b>
<b>Description of Activity</b>	<b>Location</b>

<b>Group Organiser Checklist</b>	<b>Yes</b>	<b>Comments</b>
<b>To be checked at every meeting</b>		
1) Ensure all participants are U3A members		
2) Do you have an accident report form? If used, a copy should be sent to the Groups Coordinator		
3) Can you call the emergency services if required?		
4) Do you have the names of all attendees and their emergency contact nos.?		
5) During the event please be aware of slip and trip hazards, particularly those caused by trailing bags and coats.		
<b>Venue Checklist – normally required only once for each venue, unless there is a substantial change of circumstances</b>		
1) Is the access suitable for the group attending, especially anyone with limited mobility?		
2) Is wheelchair access adequate?		
3) Is there adequate parking space?		
4) Is the area free from obstructions and trip hazards		
5) Is there a fire alarm?		
6) Are there adequate means of escape in an emergency with appropriate direction signs?		
7) Is there an emergency procedure for the building? Do you have a copy?		
8) Is there a first aid box? If so, where is it kept?		
9) Are the toilet facilities adequate, accessible and clean?		
10) Is there a sound system with an induction loop?		
11) If there is a kitchen, is it adequate and hygienic? If not advise members to bring their own refreshments		
12) Has any kettle been visually checked?		
13) Are food safe cleaning materials available?		

14) If electrical equipment is brought to the venue, has it been PAT tested?		
15) Are seats laid out or is it the responsibility of the U3A to lay them out and put them away?		

### **Exceptional Circumstances**

Additional conditions may have to be taken into consideration in running this activity. If so, please consider any measures necessary to reduce hazards involved.

<b>Notes for Exceptional Circumstances</b>
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<b>Signed</b>	<b>Dated</b>
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