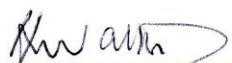


Venue Risk Assessment Checklist

U3A Name CROUCH VALLEY	
Interest Group ALL	
Date 25 JULY 2017	Location/Postcode CHAMPIONS MANOR HALL SWF
Description of Activity JULY MEETING	

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?	✓			FAR END OF CAR PARK
9 Is there an emergency procedure for the building? Do you have a copy?	✓			YES
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?	✓			
12 Are the toilet facilities adequate & accessible?	✓			HEATRAC SADIA SUPREME PROPERTY OF CHAMPIONS MANOR
13 Is equipment being brought to the venue? Has it been checked?	✓			SPEAKERS RESPONSIBILITY
14 Is there a First Aid box and if so where is it located?	✓			KITCHEN CUPBOARD - B64
15 Does it have a sound system with an induction loop?	✓			
16 Other (define) DEFIBRILLATOR	✓			JOHN (TABLE TRAINED)
Additional information: AVAILABLE JULY 2017				

* WATER HERE!

Signed 	Dated 25/7/17
---	------------------