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|  | **VENUE ASSESSMENT CHECKLIST** |

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| **Location** |  | | |
| **Description of U3A Activity** |  | | |
| **Risk Assessment Prepared By** |  | **Date** |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **ISSUES** | **Yes** | **No** | **N/A** | Comment |
| 1 | **Is the access suitable for the group attending?** |  |  |  |  |
| 2 | **Is wheelchair access adequate?** |  |  |  |  |
| 3 | **Is the area free from obstructions and trip hazards?** |  |  |  |  |
| 4 | **Is there a lift? Is it big enough? What happens in the event of a fire?** |  |  |  |  |
| 5 | **Is there adequate means of escape in an emergency? How do people with limited mobility escape?** |  |  |  |  |
| 6 | **Are there appropriate direction signs to assist escape?** |  |  |  |  |
| 7 | **Is there a fire alarm – is it regularly tested?**  **Do you know what it sounds like?** |  |  |  |  |
| 8 | **Is there emergency lighting?** |  |  |  |  |
| 9 | **Is there a designated assembly point – do you know where it is?** |  |  |  |  |
| 10 | **Is there an emergency procedure for the building – can you have a copy?** |  |  |  |  |
| 11 | **Is the seating laid out for the U3A?** |  |  |  |  |
|  | **Is it a U3A responsibility to lay it out?** |  |  |  |  |
| 12 | **Is food being provided / prepared**  **Is the kitchen adequate and clean?** |  |  |  |  |
|  | **Are there safe cleaning materials available?** |  |  |  |  |
|  | **Are kettle leads in good condition, free from wear and fraying, plug securely attached/?** |  |  |  |  |
| 13 | **Are toilet facilities adequate, and accessible?** |  |  |  |  |
| 14 | **Has any electrical equipment been safety checked?** |  |  |  |  |
|  | **Is equipment being brought to the venue?**  **Has it been safety checked?** |  |  |  |  |
| 15 | **Is there a first aid box / defibrillator?**  **Or should EU3A bring a first aid box?** |  |  |  |  |
| Any Comments/Other Issues | | | | | |