Garforth, Kippax & District U3A Venue Evaluation Form (RA)

Venue name:	Conta	act:		
Address:				
	Tel:			
	Email	:		
Postcode:				
Description of usage/space:				
Any restrictions of use:				
Maximum capacity:				
(by room if appropriate)				
Cost:	Opening	g times:		
Date of Assessment:		By:		
		By:	Vos	Soon v
Part 1: Venue policies		By:	Yes: ✓	Seen ✓
Part 1: Venue policies Up-to-date Venue Risk Assessment docume			Yes: ✓	Seen √
Part 1: Venue policies Up-to-date Venue Risk Assessment docume Up-to-date Venue Fire Policy: to cover the fo			Yes: ✓	Seen ✓
Part 1: Venue policies Up-to-date Venue Risk Assessment docume Up-to-date Venue Fire Policy: to cover the foliation is there a fire alarm? Location:			Yes: ✓	Seen ✓
Part 1: Venue policies Up-to-date Venue Risk Assessment docume Up-to-date Venue Fire Policy: to cover the fo Is there a fire alarm? Location: When tested:			Yes: ✓	Seen √
Part 1: Venue policies Up-to-date Venue Risk Assessment docume Up-to-date Venue Fire Policy: to cover the foliation is there a fire alarm? Location: When tested: Fire escapes noted & clearly signed:			Yes: ✓	Seen √
Part 1: Venue policies Up-to-date Venue Risk Assessment docume Up-to-date Venue Fire Policy: to cover the foliation is there a fire alarm? Location: When tested: Fire escapes noted & clearly signed: Location of designated assembly point:			Yes: ✓	Seen ✓
Part 1: Venue policies Up-to-date Venue Risk Assessment docume Up-to-date Venue Fire Policy: to cover the fo Is there a fire alarm? Location: When tested: Fire escapes noted & clearly signed: Location of designated assembly point: Is there Emergency Lighting?	ollowing:		Yes: ✓	Seen √
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Part 2: Hazard prevention	Yes: ✓	No ✓
Is the access suitable for groups attending the activity especially anyone		
with limited mobility of special needs? *see below		
Is wheelchair access adequate? *see below		
Is the area free from obstructions and trip hazards?		
Are fire exits clear?		

Part 3. Venue facilities	Yes: ✓	No ✓
Disabled Toilet Facilities: quantity:		
Toilet facilities: quantity:		
Furniture available: table chairs		
Is seating always laid out?		
Is it a U3A responsibility before & after activity to lay out seating?	?	
Is the following equipment available: Induction loop: projector &	screen;	
microphone		
Can we bring equipment into the venue?		
If so, would our equipment require to be PAT tested?		
Would we be able to store any such equipment under venue insu	irance?	
Or do we need to provide our own?		
Are kitchen facilities available?		
Are there records of relevant checks of kitchen appliances if requ	ired?	
	<u>, </u>	<u>, </u>
Part 4. Additional information	Yes: ✓	No ✓
Is there free Wi-fi (and any password)?		
Is there designated or local parking?		
Are we able to open windows (& close on leaving)?		
Is there any automated heating? Can we control it, if returned to	original	
settings on leaving?		
How do we get entry? Details:		
Related documents:		
GKD U3A Equality, Diversity and Inclusion Policy *		
GKD U3A Incident Form		
GKD U3A Data Protection Guidelines for Members & Convenors		
Demondes		
Remarks:		
Consider the need to restrict numbers, dependant on the venue ca		
safely be accommodated; controlled, if necessary, by requiring me	• •	
Ensure you take into consideration any member with mobility or s	ensory requireme	nts.
Signed:	Dated:	
Signed.	Dateu.	
Print Name:		