

Venue Risk Assessment Checklist

Garforth, Kippax & District U3A	
Name of location: & address:	
Date:	Location Postcode:
Description	

Hazard		Yes	No	N/A	Comments
1	Is the access suitable for groups 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?				
9	Is there an emergency procedure for the building? Do you have a copy?				
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?				
	Has the kettle been visually safety checked?				
12	Are the toilet facilities adequate & accessible?				
	Disabled toilet available?				
13	Is equipment able to be brought to the venue?				

	Has it been checked?				
14	Is there a First Aid box and if so where is it located?				
15	Does it have a sound system? With an induction loop?				
16	Venue Covid-19 procedures/policy? Eg: face masks / sanitizer / ventilation / cleaning. RA from the venue: discussed or seen, paper copy if available to be logged with Venue Secretary				
Costs & Payment:					
Additional information: (eg: wi-fi; parking; opening windows)					

Exceptional Circumstances

There may be reasons why additional conditions may have to be taken into consideration when completing this risk assessment.

When completing a risk assessment in exceptional circumstances you need to consider how this will impact on the activity, what additional measures or changes you will need to make for each identified hazard in order to reduce risks involved in running the activity. These changes will need to be incorporated into the assessment of how hazards can be reduced or avoided to respond appropriately to the exceptional circumstances you are facing.

Notes for exceptional circumstances:

Signed:	Dated:
Name of signatory:	

Content follows format of: U3A-KMS-FRM-002 Venue Risk Assessment Checklist