**GREAT GLEN U3A VENUE RISK ASSESSMENT CHECKLIST**

|  |  |
| --- | --- |
| **Venue:** |  |
| **Date(s) of Use** |  |
| **Organiser / Leader:** |  |
| **Description of Activity in venue:** |  |
| **Process for informing members about the risk assessment findings:** |  |
| **Date completed:** |  |
| **Signature of Organiser:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **HAZARD**  | **Yes** | **No** | **Comments** |
|  | **Accessibility**  |  |  |  |
| 1 | Is the access suitable for all the group attending the activity? |  |  |  |
| 2 | Is wheelchair access adequate? |  |  |  |
| 3 | Is the venue free from obstructions and trip hazards? |  |  |  |
|  | **Emergency** |  |  |  |
| 1 | Are there adequate, clearly signed, suitably lit means of escape in an emergency? |  |  |  |
| 2 | Is there a fire alarm? |  |  |  |
| 3 | Where is the emergency assembly point?  |  |  |  |
| 4 | Is there an emergency procedure for the building? Do you have a copy?  |  |  |  |
| 5 | Is a First Aid box provided by site owner?  |  |  |  |
|  | **Facilities**  |  |  |  |
| 1 | Are heating / ventilation adequate? |  |  |  |
| 2 | Are lighting and audio systems adequate? |  |  |  |
| 3 | Are arrangements for access/security clear? |  |  |  |
| 4 | Is it a u3a responsibility to set out chairs / tables before and after activity?*(If yes, specify* *practical arrangements)* |  |  |  |
| 5 | Are adequate, hygienic kitchen facilities available (if required)? |  |  |  |
| 6 | Are toilet facilities adequate and accessible? |  |  |  |
|  | **Equipment used in the venue**  |  |  |  |
| 1 | Has site equipment including kettles been safety checked including PAT tested? |  |  |  |
| 2 | Is equipment to be bought to the venue? *(If yes, specify* *practical arrangements)* |  |  |  |
| 3 | Are there suitable arrangements for storing any u3a equipment? |  |  |  |
|  | **Sanitising (Pandemic etc only)** |  |  |  |
| 1 | Are there suitable arrangements for sanitising equipment and materials?  |  |  |  |
| 2 | Have arrangements for sanitising premises been clarified and agreed with landlord? |  |  |  |

Review Date of Form Jan 2022.