

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? <i>(If yes, specify practical arrangements)</i>			
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? <i>(If yes, specify practical arrangements)</i>			
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?			