

Venue Risk Assessment Checklist

U3A Name	King's Lynn U3A		
Interest Group			
Date	Venue Location / Postcode	Contact number
Description of Activity			

Hazard	Y / N	N / A	Risk	Action	Revised Risk
1 Is the venue suitable for the group attending the event and especially for those with limited mobility, limited vision or limited hearing?			H M L		H M L
2 Is the area free from obstructions and trip hazards?			H M L		H M L
3 Emergency escape routes clear?			H M L		H M L
4 Fire Alarm present?			H M L		H M L
5 Fire safety procedures visible?			H M L		H M L
6 Where is assembly point			H M L	Where? . . .	H M L
7 Seating laid out? If yes, by whom?			H M L	Seating laid out by . . .	H M L
8 Has the seating been laid out with social distancing?			H M L	U3A/Venue responsible for seating	Venue U3A
9 Is kitchen adequate and hygienic?			H M L		H M L
10 Are there food-safe cleaning materials			H M L		H M L
Did you inspect kettle for safety?			H M L		H M L
11 Are toilets adequate and accessible?			H M L		H M L

Hazard		Y / N	N / A	Risk	Action	Revised Risk
11	Is toilet cleaning rota visible?			H M L		H M L
12	Is equipment being brought to venue?			H M L		H M L
	Has it been safety checked?			H M L		H M L
13	Is a first aid kit available? Where?			H M L		H M L
14	Is there a sound system?			H M L		H M L
15	Is there a working induction loop?			H M L		H M L
16	Other ☹					
	☹ U3A accident report form available?					
	☹					
H M L = "High", "Medium", "Low"						
Additional Information		Has group leader received Risk Assessment from Venue?				

Exceptional Circumstances

Additional Information may have to be taken into consideration when completing this form. When completing a Risk Assessment in exceptional circumstance, consider how this will impact on the activity. Think about what additional measures or changes will need to be made for each identified hazard to reduce the 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 now facing.

Notes for exceptional circumstances.

Signed

Date