



LITTLEBOROUGH u3a VENUE-BASED RISK ASSESSMENT CHECKLIST

u3a Name: LITTLEBOROUGH	Date:
Name of person completing risk assessment checklist:	
Interest Group:	
Description of Activity:	

Carry out this Venue-based risk assessment checklist:

- Before the activity takes place in the venue for the first time.
- If the activity takes place in a new venue.
- If the venue changes in a significant way that would impact the u3a activity, accessibility, or member safety (e.g., building work, a newly blocked off exit).
- If any additional hazards have been identified since completing the last checklist (e.g., new equipment.)

	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
General	Is the area where the u3a activity is taking place well-lit and away from any hazards?				
	Are floor surfaces in good condition to prevent slips, trips, and falls?				
	Are all walkways kept clear and free from obstruction?				
	Are there enough seats for all members in attendance?				
	Has a register of members in attendance been taken for fire safety reasons?				
Electrical	Have you made sure there are no trailing leads or cables?				
	Is the use of socket adapters (e.g., extension leads) per socket kept to an absolute minimum to prevent overloading?				
	Have all cables been inspected to ensure they are intact and safe for use?				
	If the venue requires PAT testing, has equipment been PAT tested?				



Fire Safety	Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?				
	Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?				
	Is there a working smoke alarm?				
	Is there a working carbon monoxide alarm?				
	Are all smoke and fire stop doors kept closed when not in use, and never wedged open (except doors on magnetic catches linked to the fire alarm system)?				
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?				
Equipment	Do you have a lockable and secure area to store u3a equipment, if applicable?				
Wellbeing	Are refreshments available to members? (e.g., water, tea)				
	Is there a first aid box that is checked regularly and has been stocked?				

Other identified risks:	What will you do to mitigate these risks?

u3a	Venue-Based Risk Assessment Checklist
Reviewed	March 2023
Adopted by Committee	March 2023
Date of next review	March 2025