



VENUE-BASED RISK ASSESSMENT CHECKLIST: Friends Meeting House, Colmore Road, B14 7PE

u3a Name: Moseley and Kings Heath and District u3a	Date:
Name of person completing risk assessment checklist:	
Interest Group:	
Description of Activity:	

	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 in well-lit and away from any hazards?	Y			
	Are floor surfaces in good condition to prevent slips, trips, and falls?	Y			
	Are all walkways kept clear and free from obstruction?	Y			
	Are there enough seats for all members in attendance?	Y			
	Has a register of members in attendance been taken for fire safety reasons?				
Covid precautions	Windows can be opened in the smaller room and/or doors can be kept open. Chairs can be spaced out where necessary so that members are not sitting too close to each other				Such measures are no longer compulsory but are advisory. It is up to the group to decide on such measures
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?				





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	Have all cables been inspected to ensure they are intact and safe for use?	Y			Carried out by the FMH
	If the venue requires PAT testing, has equipment been PAT tested?	Y			Carried out by the FMH
Fire Safety	Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?	Y			
	Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?				Front Car Park, side or back
	Is there a working smoke alarm?	Y			
	Is there a working carbon monoxide alarm?	Y			There is no gas in the building except for the Boiler
	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)?	Y			Apart from covid safety measures when ventilation is advisable.
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?	Y			
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)	Y			
	Is there a first aid box that is checked regularly and has been stocked?	Y			A first aid box and accident forms are to be found in the kitchen





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Accessibility	Is the venue fully accessible?	Y			Ramps are provided to both the front and the rear, and there is a bell at the front door at wheelchair height, which is easy to reach. It can be pressed for assistance if the door is shut
	Is there an accessible lavatory?	Y			There is a brand-new disabled facility

Other identified risks	What will you do to mitigate these risks?
Setting out chairs and tables	Care needs to be taken in the larger room when setting out the tables and chairs from the stacks. Restacking also requires care. Members should not undertake this activity alone!
SIGNED:	

This checklist is not necessarily exhaustive, so think carefully about any specific risks you may encounter. You may need to add to this risk assessment checklist. This form can (and should) be altered to suit specific activity requirements.

Where you identify a particular risk, you should note the actions you will take to reduce it. It's important to carry out a risk assessment **before** the activity takes place, and you can always add to this during the activity.

u3a	Venue Based Risk Assessment Checklist		The Third Age Trust	
Version	Description of changes	Date of change	Review date	
1.0	Original Checklist	12.09.2022	12.09.2023	

