

Venue Risk Assessment Checklist

U3A Name	Oundle & District U3A
Interest Group	
Date	QVH/Fletton House/Methodist church/ Joan Strong Centre/Other - specify
Description of Activity	

Hazard	Yes	No	N/A	Comments
1 Is the access suitable for the Group attending the activity especially anybody with limited mobility?				
2 Is there a designated assembly point? Does the Group know where it is?				
3 Does the Group know the emergency procedure for the building?				
4 Are the entrance, corridors, room free from obstructions and trip hazards?				
5 Are the toilet facilities adequate & accessible?				
6 Is equipment being brought to the venue? Has it been safety checked?(e.g. PAT tested)				
7 Is there a First Aid box ? Where is it located and is it up to date?				
8 Is there a kitchen that you will use? Is the kitchen adequate, safe and hygienic? Are food surface cleaning materials available? <i>(the above will not apply during Covid restrictions as kitchens cannot be used)</i>				

Additional information:

Exceptional Circumstances – COVID-19

- Remind members of the Group not to attend if they have any Covid-like symptoms.
- The Group Leader will wipe all surfaces that have been touched with anti-bacterial wipes before and after the meeting.
(This includes chairs, tables, handles, hand rails)
- The Group Leader will ensure that chairs are set out 2 square metres apart (or as per latest Government advice)
- If your Group has the responsibility for laying out the seating, can this be done in a safe manner?
- Current rules allow for up to 6 Members to meet indoors (please check latest Government advice).
- If money is being handled, make sure hands are washed afterwards.
- Hand sanitiser will be available, but individual Members are encouraged to bring their own.
- Masks to be worn by all Members (in line with Government advice).
- Please follow any instructions when using the toilet facilities re cleaning.
- All members of the Group to be circulated with the Risk Assessment form prior to the first meeting.
- The Group Leader has contact details of Members for 'track and trace' purposes

Signed

Dated