

# Stanford le Hope and District u3a.

## Public venue used for u3a Activities, – Risk Assessment Check List

Description of Activity: location, post code, event, meeting?			Date: . .		Assessment No:		
Interest Group:			Name & Signature of person completing check list:				
Hazard: No.	Significant Hazards	People Affected	Existing Controls	Level of Risk After Control in Place			Further Action Required
	Look only for hazards which you could reasonably expect to result in significant harm e.g., slips/trips,	List groups of people who may be at risk e.g. Members & public etc.	List controls that are already in place to control the risk e.g., physical safeguards.	Decide on the level of risk remaining.			List further action required to control significant risks. If there are lots to do, make an action list.
	(STEP 1)	(STEP 2)	(STEP 3)	High	Med	Low	(STEP 4)
1	Wellbeing of attendees	Members	Ensure the Venue Risk Assessment Checklist has been completed and signed			X	
2	Uninsured risks	Group leaders and members	Only use venues that have public liability insurance as this covers defects of the building itself			X	
3	Emergency evacuation	Group leaders and members	Be aware of emergency exits with additional attention for the less able.			X	
4	Venue capacity for your audience and staff?	All members	Only use known or pre-visited venues			X	

### Action Timescale Guidelines:

High Risk – Action Immediately; Medium Risk – Action within 2 months; Low Risk – Re-assess after next review

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				High	Med	Low	
(STEP 1)		(STEP 2)	(STEP 3)	(STEP 4)			
5	Any hazards posed by existing features or structures on site?	All members	Pre-knowledge of venue or a site visit pre meeting			X	
6	Damage to venue by u3a members.	Venue owners and all members	Venue’s own insurance. u3a Public Liability.			X	

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