

WYMONDHAM U3A RISK ASSESSMENT FORM (APPENDIX A.4.)

| Event /Venue: Generic Public Venue | | Date of Issue/Review: | | | |
|---|--|------------------------------|----|-----|---|
| Interest Group: | | | | | |
| Description of Activity and date(s): | | | | | |
| Name of compiler/Role | | | | | |
| TOPIC | RISK | YES | NO | N/A | MITIGATION |
| Organising the event | Do you have a lockable and secure area to store U3A equipment, if applicable? | | | | Consider own security arrangements |
| | Is there register of members in attendance? | | | | Attendance list for any emergency evacuation |
| | Are refreshments available to members? (e.g., water, tea) | | | | Bring your own |
| Member's Safety | Is there a first aid box that is checked regularly and has been stocked? Where is the First Aid kit? | | | | Responsibility of venue. |
| | Have members been advised of any potential slip and trip hazards for activities and visits? | | | | Basic information required before departure with details |
| | Have members been advised of walking distances, stairs, and steps | | | | Basic information required before departure with details |
| | Are all walkways kept clear and free from obstruction? | | | | Check with venue |
| | Are there enough seats for all members in attendance? | | | | Check with venue |
| | Is there step free access and exits? | | | | Check with venue |
| Electrical | Have you made sure there are no trailing leads or cables for your particular set up? | | | | Check with venue |
| | Is the use of socket adapters) per socket kept to an absolute minimum to prevent overloading? | | | | Venue risk assessment |
| | Have all venue cables been inspected to ensure they are intact and safe for use? | | | | Venue risk assessment |
| | Does the venue require PAT testing, has equipment been PAT tested? | | | | PAT test all own equipment |
| Fire Safety | Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed, and appropriately indicated? | | | | Venue risk assessment |
| | Have members been informed of safety procedures, including where to congregate in the event of a fire alarm? | | | | Venue risk assessment Safety information should be displayed and given at the start of event |
| | Is there a working smoke alarm and Carbon Monoxide alarm? | | | | Venue risk assessment |
| | 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)? | | | | Venue risk assessment |
| | Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation? | | | | Venue risk assessment |
| Mobility | Do any members have mobility issues with stairs and steps for access and exit, and using the facilities? | | | | Check with individual members if step free access is not available. Consider carers, peer group support, buggies, wheelchairs, lifts etc. |
| Other(s) | Identify unique risk(s) | | | | |
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