

## WYMONDHAM U3A RISK ASSESSMENT FORM

<b>Generic Public Venue</b>		<b>Date of Issue/Review:</b>			
<b>Interest Group:</b>					
<b>Description of Activity and date(s):</b>					
<b>Name of compiler/Role</b>					
TOPIC	RISK	YES	NO	N/A	MITIGATION
Organising the event	Do you have a lockable and secure area to store U3A equipment, if applicable?				
	Is there register of members in attendance?				
	Are refreshments available to members? (e.g., water, tea)				
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?				
	Have members been advised of walking distances, stairs, and steps				
	Are all walkways kept clear and free from obstruction?				
	Are there enough seats for all members in attendance?				
	Is there step free access and exits?				
Electrical	Have you made sure there are no trailing leads or cables for your particular set up?				
	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?				
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?				
Other(s)	Identify unique risk(s)				

