



VENUE-BASED RISK ASSESSMENT CHECKLIST

u3a Name: BUCKHURST HILL	Date: JANUARY 2024
Name of person completing risk assessment checklist: KEVIN LUCAS	
VENUE: RODING VALLEY HALL	
Description of Activity: MONTHLY MEETING AND OTHER GROUP FUNCTIONS	

This checklist is to help in the planning for a venue-based activity, such as a community hall. This isn't an exhaustive list, so think carefully about any specific risks you may encounter. It is likely that you will 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.

	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?	X			
	Are floor surfaces in good condition to prevent slips, trips, and falls?	X			
	Are all walkways kept clear and free from obstruction?	X			
	Are there enough seats for all members in attendance?	X			
	Has a register of members in attendance been taken for fire safety reasons?	X			
Electrical	Have you made sure there are no trailing leads or cables?	X			ANY TRAILING LEADS COVERED BY A SUITABLE RUBBER COVERING





	Is the use of socket adapters (e.g., extension leads) per socket kept to an absolute minimum to prevent overloading?	X			
	Have all cables been inspected to ensure they are intact and safe for use?	X			CABLES AND LEADS VISUALLY CHECKED PRIOR TO USE
	If the venue requires PAT testing, has equipment been PAT tested?	X			PERMANENT EQUIPMENT TESTED EQUIPMENT OWNED AND MANAGED BY U3A IS NOT PAT TESTED BUT VISUALLY INSPECTED PRIOR TO USE
Fire Safety	Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?	X			x2 FIRE EXTINGUISHERS x1 IN KITCHEN x1 IN HALL
	Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?	X			
	Is there a working smoke alarm?	X			
	Is there a working carbon monoxide alarm?		X		
	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)?			X	
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?	X			
Equipment	Do you have a lockable and secure area to store u3a equipment, if applicable?	X			ALL EQUIPMENT AT HALL KEPT IN LOCKABLE STORAGE IN EITHER KITCHEN OR STORE ROOM
Wellbeing	Are refreshments available to members? (e.g., water, tea)	X			
	Is there a first aid box that is checked regularly and has been stocked?	X			ONE PRESENT IN KITCHEN AND ONE HELD BY U3A COMMITTEE





Other identified risks:	What will you do to mitigate these risks?
DESIGNATED ASSEMBLY POINT	CAR PARK - THE MONKHAMS PUBLIC HOUSE

u3a	Venue Based Risk Assessment Checklist		The Third Age Trust
Version	Description of changes	Date of change	Review date
1.0	Original Checklist	11.04.2024	11.04.2024

