

Venue Risk Assessment Checklist

U3A Name	
Interest Group	
Date	Location/Postcode
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 wheelchair access adequate?				
3 Is the area free from obstructions & trip hazards?				
4 Are there adequate means of escape in an emergency?				
5 Are there appropriate direction signs to aid escape?				
6 Is there a Fire Alarm?				
7 Is there Emergency Lighting?				
8 Is there a designated assembly point? Where is it?				
9 Is there an emergency procedure for the building? Do you have a copy?				
10 Is seating always laid out?				
Is it a U3A responsibility before and after the activity to lay out seating				
11 Is there a kitchen?				
Is the kitchen adequate and hygienic?				
Are food safe cleaning materials available?				
Has the kettle been visually safety checked?				
12 Are the toilet facilities adequate & accessible?				
13 Is equipment being brought to the venue?				
Has it been checked?				
14 Is there a First Aid box and if so where is it located?				
15 Does it have a sound system with an induction loop?				
16 Other (define)				
Additional information:				

Signed	Dated
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