

Chester u3a Venue-Based Risk Assessment Form

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|--|------------------------|----------------------|--|
| Interest Group | | Date | |
| Group Leader | | Risk Assessor | |
| Description of Activity | | | |
| Name of Venue | | | |
| Answer <u>all</u> Questions as Y, N or N/A. If any question is No , then give mitigation. | | | |
| Item | Y, N or N/A | Mitigation | |
| General. Is the area where the u3a activity taking place well- lit and away from any hazards? | | | |
| Are all floor surfaces in good condition to prevent slips, trips and falls? | | | |
| Are the walkways kept clear and free from obstructions? | | | |
| Are there enough seats for all members in attendance? | | | |
| Can everyone access the room? | | | |
| Have you taken a register of all members in attendance? | | | |
| Electrical. Have you made sure there are no trailing leads or cables? | | | |
| Is the use of socket adaptors per socket kept to an absolute minimum to prevent overloading? | | | |
| Have all cables been inspected to ensure they are intact and safe for use? | | | |
| If the venue requires PAT testing, has the equipment been PAT tested? | | | |
| Fire Safety. Are all fire exits and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated? | | | |
| Have all members been informed of safety procedures, including where to congregate in the event of a fire? | | | |
| Is there a working smoke alarm? | | | |
| Is there a working carbon monoxide alarm? | | | |
| Are all smoke and fire stop doors kept closed when not in use, and never wedged open (apart from doors on magnetic locking systems)? | | | |
| Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation? | | | |
| Equipment. Do you have a lockable and secure area to store u3a equipment? | | | |
| Wellbeing. Are light refreshments available to members (at least water)? | | | |
| Is there a first aid box that is checked regularly and has been stocked? | | | |
| Venue Risk Assessment. If the venue has done its own risk assessment, is this attached/include with this risk Assessment? | | | |
| Other identified Risks | Mitigation | | |
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