



VENUE-BASED RISK ASSESSMENT CHECKLIST

u3a Name: Bognor Regis	Date: October 2024
Name of person completing risk assessment checklist: Peter Barker	
Interest Group: Bridge	
Description of Activity: A social Bridge club meeting once a week to play Chicago style bridge using the tables and chairs provided in the hall together with appropriate supplemental equipment stored under the stage. There is a break half way through when refreshments are provided using the kitchen/ servery.	

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?	✓			
	Are floor surfaces in good condition to prevent slips, trips, and falls?	✓			
	Are all walkways kept clear and free from obstruction?	✓			
	Are there enough seats for all members in attendance?	✓			
	Has a register of members in attendance been taken for fire safety reasons?	✓			
Electrical	Have you made sure there are no trailing leads or cables?	✓			No additional stand-alone electrical equipment is used by FBG.





	Is the use of socket adapters (e.g., extension leads) per socket kept to an absolute minimum to prevent overloading?	✓			No additional stand-alone electrical equipment is used by FBG.
	Have all cables been inspected to ensure they are intact and safe for use?	✓			No additional stand-alone electrical equipment is used by FBG.
	If the venue requires 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?	✓			
	Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?	✓			The Hire agreement requires a responsible person to be present and take charge of evacuation. Refer FBG H&S Policy All members are informed by e-mail.
	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 (except doors on magnetic catches linked to the fire alarm system)?	✓			
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?	✓			Refer FBG H&S policy
Equipment	Do you have a lockable and secure area to store u3a equipment, if applicable?	✓			
Wellbeing	Are refreshments available to members? (e.g., water, tea)	✓			
	Is there a first aid box that is checked regularly and has been stocked?	✓			





Other identified risks:	What will you do to mitigate these risks?
These are specific risks have been identified that members need to be made aware of. The hire agreement for the venue requires a 'responsible person' to take charge of evacuation.	The risks noted below are mitigated by the FBG Health and Safety Policy issued to all members.
Moving lifting and stacking chairs	Chairs should only be stacked 6 high. Previous occupants may not have complied with this requirement. Seek help if you are unable to lift from a higher height. Be aware of other people nearby and that the stack could be toppled over.
Kitchen maintaining cleanliness.	A rota system is used to provide refreshments. The rota organiser is to make helpers aware of the FGB H&S policy. Refreshment helpers must wash their hands before starting to work in the servery, surfaces hygienically cleaned and breakages and spills immediately cleaned up.
Danger of scalding with hot water and beverages	A rota system is used to provide refreshments. The rota organiser is to make helpers aware of the FGB H&S policy. Be aware when hot liquids are being handled of the dangers of scalding by crowding, ideally no more than three people. The fixed hot water boiler temperature is set just below boiling point and switched off when not in use.
Accessing the storage area with limited headroom.	Only people trained to access this area are permitted to do so. There should always be another person present inside the hall whilst access is progress.
Assistance in the event that evacuation is required for persons with disabilities.	The hall H&S policy and facilities cater for people with disabilities and wheelchair users providing access and adequate welfare arrangements. There are no stairs or other obstructions to restrict their own egress. Should assistance be required and they don't have a carer the person responsible' on the day will provide this ~All exit doors open outwards.
Power cut	The emergency lighting will come on automatically. The responsible person will assess lighting levels and if necessary, ensure the hall is cleared up and vacated.
Tripping Hazards such as bags and items of clothing left on the floor.	As soon as a hazard is seen it should be moved to a safe place.





u3a	Venue Based Risk Assessment Checklist	The Third Age Trust	
Version	Description of changes	Date of change	Review date
1.0	Original Checklist	12.09.2022	12.09.2023

