



VENUE-BASED RISK ASSESSMENT CHECKLIST

u3a Name: BOGNOR REGIS	Date: 6 JANUARY 2025
Name of person completing risk assessment checklist: VAL CURTIS	
Interest Group: CRYPTIC CROSSWORD GROUP	
Description of Activity: TO COMPLETE CROSSWORDS IN A GROUP ALONG WITH REFRESHMENTS BOUGHT FROM VENUE	

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	Actions to mitigate this risk?
Slips, Trips, and Falls	<ol style="list-style-type: none"> Outside Venue – entrance steps and wooden decking which can be slippery when wet Inside Venue – a. Spilled drinks, b. tables and chairs 	<ol style="list-style-type: none"> Members to be aware of any warning/hazard signs put in place by venue and take appropriate action. <ol style="list-style-type: none"> Members to be aware of any warning/hazard signs put in place by venue and take appropriate action. Report to venue staff any spills not actioned. members to ensure that not only are tables and chairs used correctly but to ensure they do not cause a trip hazard. Report any broken ones to venue staff.
Personal Safety	Risk of theft or personal injury	Keep personal belongings secure and be aware of surroundings
Fire Safety	Members could become trapped	Ensure all members know where fire exits are and venue procedures in case of fire. Ensure register of members in attendance for fire safety that all are accounted for





Food Safety	Risk of food poisoning from pub refreshments	Ensure the pub follows food safety regulations and report any concerns to the pub management.

Other identified risks:	What will you do to mitigate these risks?





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

