



VENUE-BASED RISK ASSESSMENT CHECKLIST

u3a Name: Bognor Regis	Date: 13/1/25
Name of person completing risk assessment checklist: Christine Johns	
Interest Group: Gym and Swim	
Description of Activity: Use local gym, supervised by resident instructor/first aider. Access to local swimming pool/leisure centre which is fully maned with life guards. This is not done as a group but by individual group members.	

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?	Yes			
	Are floor surfaces in good condition to prevent slips, trips, and falls?	Yes			
	Are all walkways kept clear and free from obstruction?	Yes			
	Are there enough seats for all members in attendance?			N/A	
	Has a register of members in attendance been taken for fire safety reasons?	Yes			Also have details of next of kin in case this information is required.
Electrical	Have you made sure there are no trailing leads or cables?			N/A	





	Is the use of socket adapters (e.g., extension leads) per socket kept to an absolute minimum to prevent overloading?			N/A	
	Have all cables been inspected to ensure they are intact and safe for use?			N/A	
	If the venue requires PAT testing, has equipment been PAT tested?			N/A	
Fire Safety					
	Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?	Yes			
	Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?	Yes			
	Is there a working smoke alarm?	Yes			
	Is there a working carbon monoxide alarm?	Yes			
	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)?	Yes			
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?	Yes			By the gym
Equipment					
	Do you have a lockable and secure area to store u3a equipment, if applicable?	Yes			
Wellbeing					
	Are refreshments available to members? (e.g., water, tea)	Yes			
	Is there a first aid box that is checked regularly and has been stocked?	Yes			Facility based so they do this





Other identified risks:	What will you do to mitigate these risks?
Ensure all members complete a medical questionnaire inc. all medication currently taken and class instructor is aware of any medical conditions.	Any restrictions put on member by instructor is up to the individual to follow.
Individual members to make a self assessment of their own suitability for each piece of equipment/exercise.	With guidance of class instructor.
In case of any problems for members	Ensure qualified instructor/first aider is present during the class.
Using gym equipment and making sure that all equipment is in good working order	All new participants to be fully instructed on use of all gym equipment by a qualified instructor.
In event of failing equipment being discovered	If any equipment is suspect, make sure that it is cordoned off so that members cannot use it, or have it removed completely.
If any member sees any concerns	Alert gym staff or instructor of any safety concerns and advise members accordingly.
To avoid any clutter near equipment	Ensure all personal items, e.g. bags and coats, are kept well away from gym activities.





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

