



u3a Name: Bognor Regis	Date: December 2024
Name of person completing risk assessment checklist: Jane Weston/Colin McCulloch	
Interest Group: Family History Intermediate	
Description of Activity: Monthly meetings 10-20 group members Daytime, duration 90/120 mins Discussion group with topical talks and presentations by members	

VENUE-BASED RISK ASSESSMENT CHECKLIST

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?	Y			
	Are floor surfaces in good condition to prevent slips, trips, and falls?	Y			
	Are all walkways kept clear and free from obstruction?	Y			
	Are there enough seats for all members in attendance?	Y			





	Is a register of members in attendance taken (for fire safety reasons)?	Y			
Electrical	Have you made sure there are no trailing leads or cables?	Y			Members are excluded from the area where audio visual equipment is connected
	Is the use of socket adapters (e.g., extension leads) per socket kept to an absolute minimum to prevent overloading?	Y		N/A	Equipment is connected into sockets provided by the venue
	Have all cables been inspected to ensure they are intact and safe for use?	Y		N/A	Only our own cables and leads, not those provided by the venue
	If the venue requires PAT testing, has equipment been PAT tested?			N/A	Venue does not require PAT testing of laptops used by group members
Fire Safety	Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?	Y			As far as access to the meeting room is concerned. We do not have access to the whole premises
	Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?		Not yet		To be informed at next and subsequent meetings
	Is there a working smoke alarm?				Not known
	Is there a working carbon monoxide alarm?				Not known
	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			Within the area of the premises which we use
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?	Yes			
Equipment	Do you have a lockable and secure area to store u3a equipment, if applicable?			N/A	





Wellbeing	Are refreshments available to members? (e.g., water, tea)	Y			
	Is there a first aid box that is checked regularly and has been stocked?			N/A	The premises provide their own first aid box

Other identified risks:	What will you do to mitigate these risks?
Access to premises not available e.g. road closure	Notify all group members, either by message or in person at entrance
Power outage	Meetings are always in daytime and evacuation of premises will therefore be possible by natural light

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

