VENUE-BASED RISK ASSESSMENT CHECKLIST

u3a Name: Bognor Regis	Date:01 September 2026 Renewal Sep 2028 / following a significant change.
Name of person completing risk assessment checklist: Trevor Pitt	
Interest Group:Astronomy for beginners	
Description of Activity: Mainly classroom based information flow using projector and screen. Occasionally, non-venue based activities will be held.	

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?		✓		Trailing cables are a hazard only to the presenter. Table position prevents other member's access.
	Is the use of socket adapters (e.g., extension leads) 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 equipment been PAT tested?		✓		The equipment used is not owned by the u3a.
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?	✓			At the outset of the meeting new members are advised where the safe exits and muster areas are indicated.
	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?			✓	
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)	✓			Volunteers are used for tea / coffee making. There is always a danger of scalding with hot water.

	Is there a first aid box that is checked regularly and has been stocked?			✓	No members that I am aware of are first aid trained. The local staff for the venue depart once keys are handed over.

Other identified risks:	What will you do to mitigate these risks?
Car park is used by other visitors	The path to the venue must be used. Otherwise care and attention is needed when crossing the car park into the venue and care with the kerb.

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