

# u3a learn live VENUE-BASED RISK ASSESSMENT CHECKLIST

u3a Name: Bracknell Forest u3a	Date: 16/3/23
Name of person completing risk assessment checklist: ALAN TURNER, GRAHAM DIVES and Mike Bush	
Interest Group: BLUES, ROCK, JAZZ JAMMING AND GUITAR TUITION	
Description of Activity: MUSIC	
The Group meets at the Methodist Church, Shepherd Lane, Bracknell, RG42 2BU	

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?	ü			
	Are floor surfaces in good condition to prevent slips, trips, and falls?	ü			
	Are all walkways kept clear and free from obstruction?	ü			
	Are there enough seats for all members in attendance?	ü			
	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?		✓		THERE ARE ALWAYS TRAILING LEADS AND CABLES. MITIGATION BY OBSERVATION AND COMMON SENSE
	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?		✓		INDIVIDUAL MEMBERS RESPONSIBILITY
	If the venue requires PAT testing, has equipment been PAT tested?				All Church equipment is PAT tested
Fire Safety	Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?	ü			
	Have members been informed of safety procedures, including where to	✓			

