



VENUE-BASED RISK ASSESSMENT CHECKLIST

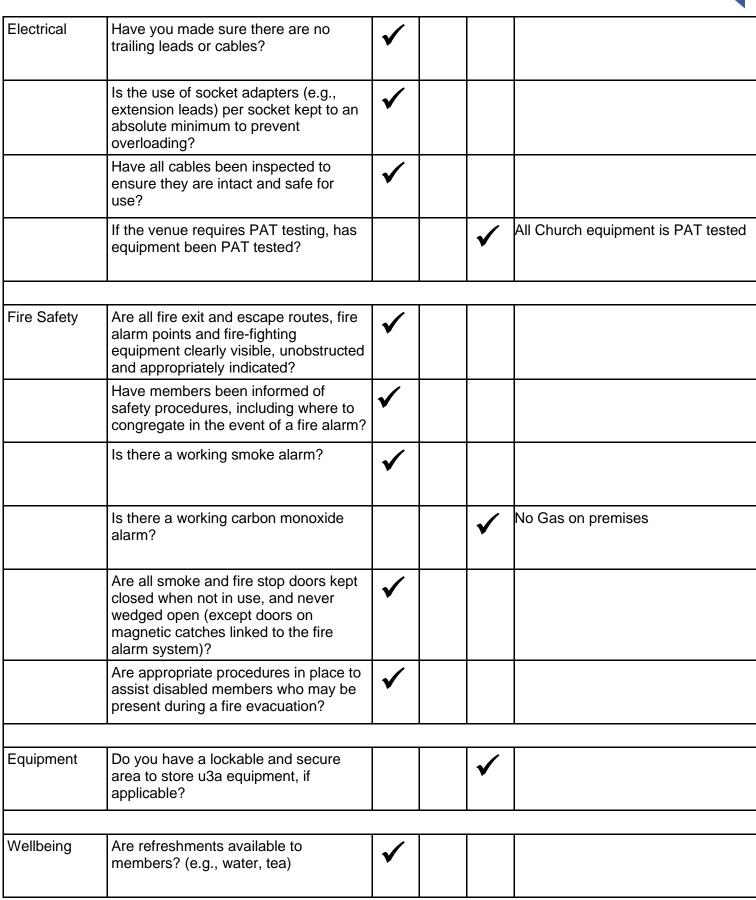
u3a Name: Bracknell Forest u3a	Date: 5 th April 2024			
Name of person completing risk assessment checklist: Peter Freeman				
Interest Group: Computer Group				
Description of Activity: Discussion Group for the area of Computers, Software, Apps and IT more generally				
The Group meets at the Methodist 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?	\checkmark			
	Are floor surfaces in good condition to prevent slips, trips, and falls?	✓			
	Are all walkways kept clear and free from obstruction?	\checkmark			
	Are there enough seats for all members in attendance?	~			
	Has a register of members in attendance been taken for fire safety reasons?	✓			









Is there a first aid box that is checked regularly and has been stocked?	✓			
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Other identified risks:	What will you do to mitigate these risks?

u3a	Venue Based Risk Assessment Checklist	he Third Age Trust	
Version	Description of changes	Date of change	Review date
1.0	Original Checklist	12.09.2022	12.09.2023