



**VENUE-BASED RISK ASSESSMENT CHECKLIST**

<b>u3a Name: Bracknell Forest u3a</b>	<b>Date: 20<sup>th</sup> March 2024</b>
<b>Name of person completing risk assessment checklist: Peter Freeman</b>	
<b>Interest Group: Family History</b>	
<b>Description of Activity:: Meeting and discussion group for members interested in family history &amp; genealogy</b>	

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?	✓			Register will be taken at the start of the session





Electrical	Have you made sure there are no trailing leads or cables?	✓			Organiser will check at start of meeting and advise members to be aware
	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?	✓			OLC is responsible for this
	If the venue requires PAT testing, has equipment been PAT tested?	✓			OLC is responsible for this. Members may bring their own devices which may or may not have been tested. They will be advised that devices which do not have their own power source ( i.e. require a charger) and have not been PAT tested should not be used.
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?	✓			Fire exits are clearly signposted – members will be informed where to congregate in the event of a fire
	Is there a working smoke alarm?	✓			
	Is there a working carbon monoxide alarm?	✓			OLC is responsible for this. However We are not doing any activities which will generate carbon monoxide
	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?	✓			Coordinator will ensure assistance given to any members who need it. Evacuation of the building will be supervised by OLC staff
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)	✓			Refreshments are available to purchase in the cafeteria area
	Is there a first aid box that is checked regularly and has been stocked?	✓			OLC has one. OLC reception will be contacted in the event of an accident or illness.

Other identified risks:	What will you do to mitigate these risks?

<b>u3a</b>	<b>Venue Based Risk Assessment Checklist</b>	The Third Age Trust	
Version	Description of changes	Date of change	Review date
1.0	Original Checklist	12.09.2022	12.09.2023

