

Hucknall & District U3A

Venue Risk Assessment Checklist

This document is to help in the planning for a venue-based activity, such as in a community hall. This isn't an exhaustive list, so think carefully about any specific hazards you may encounter. It is likely that you will need to add items to your risk assessment. Where you identify a hazard you should note the action(s) you will take to reduce the chance of accidents occurring. Your risk assessment will need to be reviewed and possibly amended if the venue changes.

Interest Group	
Date	Locaton/Postcode
Descripton of Actvity	

Check	Action
1	Emergency Exits unobstructed and unlocked?
2	Walkways free from trip hazards?
3	First Aid equipment accessible (if applicable to the venue, e.g. a kitchen)?
4	Are floor surfaces in good condition to prevent slips, trips, and falls?
5	Is it useful to have a register of members in attendance been taken for fire safety reasons?
6	Are all members (especially new ones) aware of what to do:- <ul style="list-style-type: none"> a. Emergency exits b. Assembly point c. What to do if fire discovered d. What to do if the alarm sounds e. Accident / injury reportng f. Toilet and washing facility locaton
7	Disabled members may need extra assistance in vacating the premises