



Mill Hill u3a VENUE RISK ASSESSMENT CHECKLIST

Note. When completed a copy of this form should be retained by the Group Leader and a copy sent to the Secretary and Groups co-ordinator.

Venue Name and Address
Interest Group
Description of Activity

Hazard	Yes	No	N/A	Comments
1 Is the access suitable for the group attending the activity especially anybody with limited mobility?				
2 Is wheelchair access adequate?				
3 Is the area free from obstructions & trip hazards?				
4 Are there adequate means of escape in an emergency?				
5 Are there appropriate direction signs to aid escape?				
6 Is there a Fire Alarm?				
7 Is there Emergency Lighting?				
8 Is there a designated assembly point? Where is it?				
9 Is there an emergency procedure for the building? Do you have a copy?				
10 Is seating always laid out?				
Is it a U3A responsibility before and after the activity to lay out seating				
11 Is there a kitchen?				
Is the kitchen adequate and hygienic?				
12 Has the kettle been visually safety checked?				
13 Are the toilet facilities adequate & accessible?				
14 Is there a First Aid box and if so where is it located?				
15 Does it have a sound system with an induction loop?				
16 Other (define)				



Additional information:

Exceptional Circumstances


Sometimes, unusual or unexpected situations mean you need to take extra factors into account when completing a risk assessment.

In these cases, please consider how the circumstances might affect the activity. For each hazard, assess whether you need to introduce additional controls, adapt how the activity is carried out, or take extra precautions to reduce the risk.

Make sure these changes are clearly included in your risk assessment, so that risks are managed effectively and the activity can still be carried out safely despite any exceptional circumstances.

Notes for exceptional circumstances:

Signed	Dated
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	Venue Risk Assessment Checklist	Mill Hill u3a
Version	Description of changes	Date
2.0	Approved by Mill Hill u3a Executive Committee	21/05/26