



## VENUE-BASED RISK ASSESSMENT

To be completed by a member of the committee, annually or when there is a new/altered venue. Please hand this completed form to the committee member responsible for RA.

<b>u3a Name:</b> Arnold u3a	<b>Date:</b>
<b>Name of person completing risk assessment:</b>	
<b>Venue name:</b> <b>Room number or description (if applicable)</b>	
<b>Venue address:</b>	
<b>Venue contact person's name:</b> <b>Contact details for venue contact:</b>	

This form can (& should) be altered to suit specific requirements of u3a activities taking place at this venue.

	Risk Assessment	Yes	No	N/A	If no, what actions will you ask the venue to take, to mitigate this risk?
To ask the venue	Please will they show you the venue's public liability insurance certificate, noting the expiry date of this?				
	Please will they show you the venue's own, completed Risk Assessment and tell you where can this be viewed?				
General	Are all areas well-lit, kept clear and free from obstructions and hazards that you can see by visual inspection?				
	This room at the venue has a maximum safe capacity of ____ attendees for u3a meetings/activities				
Electrical	Does the venue appear to have adequate safety equipment/fixtures to avoid trip hazards and overloading hazards?				
	Does the venue carry out a periodic inspection report (PIR) for their electrics? Ask if you can have the expiry date of their PIR.				
	Have you checked with the venue if their equipment been PAT tested? (if applicable)				



Fire Safety – To ask the venue about the following Fire Safety points with the venue.					
	Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?				
	Can you show me where your safety procedures, in the event of a fire alarm, & congregation points, are displayed?				
	Ask if there is a working smoke alarm?				
	Ask if there is a working carbon monoxide alarm? (if applicable)				
	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)?				
Accessibility	Ask if appropriate procedures are in place to assist disabled members. (e.g. during a fire evacuation)				
Equipment	Ask if they have a lockable and secure area in which to store u3a equipment and do/can we use it? (if applicable)				
Wellbeing	Is there a first aid box that is checked regularly and has been stocked and may we use it if needed?				
	Is the venue aware of the location of the nearest public emergency cardiac unit and what is the postcode of the unit?				

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

u3a Venue Based Risk Assessment Checklist		The Third Age Trust	
Version	Description of changes	Date of change	Review date
1.0	Original Checklist	12.09.2022	12.09.2023
1.2	Updated by  Arnold u3a	31/03/2024	