



SOUTHWELL u3a VENUE BASED RISK ASSESSMENT CHECKLIST

Interest Group: Art History	Date: Every third Tuesday afternoon each month
Name of person completing risk assessment checklist: Maire Butler	
Description of Activity: Learning about Art (all forms of art, all ages from prehistory to present day, all countries) using lap top to project images onto screen and/or device to project images onto screen from books. The group meets in Southwell Library meeting room.	

This checklist is to help in the planning for an activity in a hired venue. 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 the risk. 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 there enough space for all members in attendance?	+			
	Are there any trip hazards or anything that might make members slip or fall?		+		
	Are all walkways that members have access to kept free from obstruction?	+			
	Are there enough seats for all members in attendance?	+			
	Can everyone access the room? (n.b. there is no requirement to make home adaptations)	+			
	Have you taken a register of members in attendance?	+			
Electrical	Have you made sure there are no trailing leads or cables to prevent a member tripping?	+			





	Have all cables in use for this activity been visually inspected to ensure they are intact and safe for use?	+			
Fire Safety	Are all exits unobstructed?	+			
	Is there a working smoke alarm?*	+			Public library premises. Verbal assurance from library staff alarm in place and working
Wellbeing	Are light refreshments available to members? (e.g., water)	+			
	Does the group organiser know of any relevant health concerns of members.		+		Rely on members to raise any issues
	Does the group organiser have members' emergency contact details?	+			
	Have all members done a personal risk assessment to ensure they can safely participate in the activity?		+		Members will now be asked to do so.

u3a	Home Based Risk Assessment Checklist	The Third Age Trust
This Risk Assessment must be checked annually and amended as needed		
Please send any updates to the webmaster		

