



u3a Name: Southwell	Date: 30 Aug 2024
Name of person completing risk assessment checklist: Lynne Cox	
Interest Group: Quiz Group: in meeting room at rear of Hearty Goodfellow Pub Church Street Southwell	
Description of Activity: Members collect refreshment from the bar, then sit at tables and answer quiz questions. There is a comfort break half way through when some will replenish their cups/glasses	

SOUTHWELL u3a VENUE-BASED RISK ASSESSMENT CHECKLIST

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.

	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?	X			
	Are floor surfaces in good condition to prevent slips, trips, and falls?	X			
	Are all walkways kept clear and free from obstruction?	X			
	Are there enough seats for all members in attendance?	X			There is seating for approx 20 people with the possibility of added one or two more chairs
	Has a register of members in attendance been taken for fire safety reasons?	X			
Electrical	Have you made sure there are no trailing leads or cables?			X	





	Is the use of socket adapters (e.g., extension leads) per socket kept to an absolute minimum to prevent overloading?			X	
	Have all cables been inspected to ensure they are intact and safe for use?			X	
	If the venue requires PAT testing, has equipment been PAT tested?			X	
Fire Safety	Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?	X			
	Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?	X	/		In case of fire, assemble at the far end of the car park
	Is there a working smoke alarm?	X			
	Is there a working carbon monoxide alarm?		X		
	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)?			X	
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?		X		There are no formal arrangements for this
Equipment	Do you have a lockable and secure area to store u3a equipment, if applicable?			X	
Wellbeing	Are refreshments available to members? (e.g., water, tea)	X			
	Is there a first aid box that is checked regularly and has been stocked?	X			





Other identified risks:	What will you do to mitigate these risks?
Have you taken a register of attendees?	At every meeting.
Are you aware of any health issues of members?	Members have been advised to alert the Facilitator of any possible personal risks; and have also been advised to do their own personal risk assessment.

u3a	Venue 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		

