



SOUTHWELL u3a VENUE-BASED RISK ASSESSMENT CHECKLIST

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| u3a Name: SOUTHWELL | Date: 31.10.24 |
| Name of person completing risk assessment checklist: Madeline Oliver | |
| Interest Group: Scrabble Group | |
| Description of Activity: | |

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 there enough space for all members in attendance? | ✓ | | | |
| | Are there any trip hazards or anything that might make members slip or fall? | X | | | |
| | Are all walkways that members have access to kept clear and 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? | ✓ | | | |
| | Are there steps up to the door? | X | | | |





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| | Is there a downstairs toilet? | ✓ | | | |
| 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 inspected to ensure they are intact and safe for use? | | | ✓ | |
| | | | | | |
| Fire Safety | Are all exits unobstructed? | ✓ | | | |
| | Is there a working smoke alarm? (There is no legal requirement to have one in a home) | ✓ | | | |
| | | | | | |
| Wellbeing | Are light refreshments available to members? (e.g., water) | ✓ | | | |
| | Have members been made aware of any pets? | ✓ | | | |
| | Does the group organiser know of any relevant health concerns of members? | X | | | |
| | 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? | X | | | |

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| 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 | | |

