



SOUTHWELL u3a VENUE BASED RISK ASSESSMENT CHECKLIST

EXAMPLE

Interest Group SWIG Wine Appreciation Group	Date: 4 th Monday of the month
Name of person completing risk assessment checklist: Peter Somerville	
Description of Activity: Tasting and discussing wine	
Venue: Southwell WI Hall	

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





	Have all cables in use for this activity been visually inspected to ensure they are intact and safe for use?			N/A	
Fire Safety	Are all exits unobstructed?	Yes			
	Is there a working smoke alarm?*				Southwell WI responsibility Fire exits noted
Wellbeing	Are light refreshments available to members? (e.g., water)	Yes			
	Does the group organiser know of any relevant health concerns of members.		No		No known health concerns of members
	Does the group organiser have members' emergency contact details?	Yes			
	Have all members done a personal risk assessment to ensure they can safely participate in the activity?				All members notified of their responsibility

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		

