VENUE-BASED RISK ASSESSMENT CHECKLIST

u3a Name: Southwell	**Date: 1:10:2026**
Name of person completing risk assessment checklist: David Falkner	
Interest Group: International Dining Group	
Description of Activity: Evening meals out : Either at a local pub, of travelling by bus into Nottingham	

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. 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 the area where the u3a activity is taking place in well lit and away from any hazards?	yes			
	Are floor surfaces in good condition to prevent slips, trips, and falls?	yes			
	Are all walkways kept clear and free from obstruction?	yes			
	Are there enough seats for all members in attendance?	yes			
	Has a register of members in attendance been taken for fire safety reasons?	yes			
Electrical	Have you made sure there are no trailing leads or cables?			*	

	Is the use of socket adapters (e.g., extension leads) per socket kept to an absolute minimum to prevent overloading?			*	
	Have all cables been inspected to ensure they are intact and safe for use?			*	
	If the venue requires PAT testing, has equipment been PAT tested?			*	
Fire Safety	Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?				Responsibility of the owners/tenants of the pub restaurant
	Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?				Owners/tenants discretion/responsibility
	Is there a working smoke alarm?	Yes			
	Is there a working carbon monoxide alarm?	yes			
	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)?	yes			
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?	yes			
Equipment	Do you have a lockable and secure area to store u3a equipment, if applicable?			*	
Wellbeing	Are refreshments available to members? (e.g., water, tea)	yes			
	Is there a first aid box that is checked regularly and has been stocked?				Owners/tenants responsibility

Other identified risks:	What will you do to mitigate these risks?
When travelling into Nottingham this will be by public transport. Alternate months this group will be driving in their own cars, or making their own way there.	None

This Risk Assessment must be checked annually and amended as needed
Please send any updates to the webmaster