

# Venue Risk Assessment Checklist

Eastwood and District



Eastwood & District U3A	
Interest Group	
Date	Location
Description of Activity	

Hazard	Yes	No	N/A	Comments
1 Is the access suitable for the group attending the activity especially anybody with limited mobility?				
2 Is wheelchair access adequate?				
3 Is the area free from obstruction and trip hazards?				
4 Are there adequate means of escape in an emergency?				
5 Are there appropriate direction signs to aid escape?				
6 Is there a Fire Alarm call point adjacent to the room?				
7 Is there Emergency Lighting?				
8 Is there a designated assembly point? Where is it?				
9 Is there an emergency procedure for the building? Do you have a copy?				
10 Is there a First Aid box and if so where is it located?				
11 Is there a maximum capacity for the room? What is it?				
12 Are the toilet facilities adequate and accessible?				
13	Is there a kitchen?			
	Is the kitchen adequate and hygienic?			
	Are food safe cleaning materials available?			
	Has the kettle/boiler been PAT tested?			
14	Is seating always laid out?			
	Is it a U3A responsibility before and after the activity to lay out seating?			
15	Is equipment being brought to the venue?			
	Has it been PAT tested?			
16	Other (specify)			

<i>Notes</i>
<i>Signed    Date</i>