

Venue Risk Assessment Checklist

Eastwood & District U3A

Interest Group BRIDGE

Date 26. 3. 2023 Location HORSE & GROOM MOOREGREEN *

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?		✓		STAIRS
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?	✓			TOP OF CAR PARK
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?	✓			BAR
11 Is there a maximum capacity for the room? What is it?	✓			40
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)				

Notes PUBLIC VENUE. LANDLORD AND RESPONSIBLE STAFF ON SITE

Signed M K Fletcher Date 26.3.2023
M K FLETCHER.

* IS VENUE PUBLIC HOUSE