

# Venue Risk Assessment Checklist

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)				

<b>Notes</b>
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<b>Signed</b>	<b>Date</b>
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