



## VENUE-BASED RISK ASSESSMENT CHECKLIST

<b>u3a Name: Wyre Forest and District</b>	<b>Date: 05/11/2025</b>
<b>Name of person completing risk assessment checklist: Julia Stanfield, Deb Richardson</b>	
<b>Interest Group: Monthly Meeting</b>	
<b>Description of Activity:</b> Speaker, followed by refreshments, at Kidderminster Harriers Social & Supporters Club	

- Checklist should be confirmed at the start of each monthly meeting.
- Any additional risks, eg those specific to a particular meeting, should be added to the section at the end of this checklist and dated.
- The venue's own emergency procedures have been requested.
- Incident Report forms are available in the u3a Toolbox if required

	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?	X			
	Are floor surfaces in good condition to prevent slips, trips, and falls?	X			Check for slip hazards in icy/wet conditions
	Are all walkways kept clear and free from obstruction?	X			Chairs may need to be centred if walkways uneven
	Are there enough seats for all members in attendance?	X			
	Has a register of members in attendance been taken for fire safety reasons?		X		Headcount taken as members arrive
Electrical	Have you made sure there are no trailing leads or cables?	X			Trailing leads may need to be taped down if in thoroughfares Cable covers on order
	Is the use of socket adapters (e.g., extension leads) per socket kept to an	X			





	absolute minimum to prevent overloading?				
	Have all cables been inspected to ensure they are intact and safe for use?	X			
	If the venue requires PAT testing, has equipment been PAT tested?			X	Safety checked by operators/venue
<b>Fire Safety</b>					
Fire Safety	Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?	X			Check that clips have been removed from fire exit doors Check that outside emergency escape routes are unlocked
	Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?	X			Announcement at start of each meeting by Chair Map of emergency exit routes displayed at start of meeting
	Is there a working smoke alarm?	X			Responsibility of venue
	Is there a working carbon monoxide alarm?			X	Responsibility of venue
	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)?	X			
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?	X			Meeters & Greeters to assist, if needed in addition to members
<b>Equipment</b>					
Equipment	Do you have a lockable and secure area to store u3a equipment, if applicable?			X	Store cupboard, not lockable
	Are notice boards stable on tables?	X			Check and secure if necessary
	Have manual handling guidelines been followed when setting out heavy items eg books etc?	X			Copy of manual handling guidelines in u3a Toolbox





Wellbeing	Are refreshments available to members? (e.g., water, tea)	X			
	Are urns kept in a safe place away from members	X			
	Is there a first aid box that is checked regularly and has been stocked?	X			Kept in u3a Toolbox
	Is a defibrillator available?	X			

Other identified risks, with date identified:	What will you do to mitigate these risks?







<b>u3a</b>	<b>Venue Based Risk Assessment Checklist</b>	The Third Age Trust	
Version	Description of changes	Date of change	Review date
1.0	Original Checklist	12.09.2022	12.09.2023
2.0	Updated checklist	27/11/2025	27/11/2026

