RISK ASSESSMENT FOR WRIBBENHALL PARISH ROOMS

Name of person completing risk assessment checklist: **Beverly Nicholls**	**Date: April 2026**

	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?	√			
	Are floor surfaces in good condition to prevent slips, trips, and falls?	√			
	Are all walkways kept clear and free from obstruction?	√			
Electrical	Have you made sure there are no trailing leads or cables?	√			
Fire Safety	Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?	√			
	Is there a working smoke alarm?		X		Break glass alarms
	Is there a working carbon monoxide alarm?			√	
	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)?	√			
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)	√			
	Is there a first aid box that is checked regularly and has been stocked?	√			

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

	Risk Assessment Checklist		
Version	Description of changes	Date of change	Review date
1.0	Original Checklist	Received 01/04/26	Apr 2027