



VENUE-BASED RISK ASSESSMENT CHECKLIST

u3a Name: Ards Peninsula	Date: 05/02/2024
Name of person completing risk assessment checklist: Michael Sidwell	
<p>Interest Group:</p> <ul style="list-style-type: none"> Art Badminton Book Group Bridge Cards Choir Committee Craft Crochet Cuan Coffee Film and Theatre French Conversation Genealogy Group Leaders All History Lunch Club Painting for Pleasure Pickleball Portaferry Paintbox Ukulele Wine and various light, non-contact sports activities e.g. Badminton, Bowls, Table Tennis etc. 	
<p>Description of Activity:</p> <p>Various activities held in venues such as community centres, meeting rooms, cinemas, theatres etc.</p>	

This checklist is to help in the planning for a venue-based activity, such as a community hall. This isn't an exhaustive list, so think carefully about any specific risks you may encounter. It is likely that you will need to add to this risk assessment checklist. This form can (and should) be altered to suit specific activity requirements.

Where you identify a particular risk you should note the actions you will take to reduce it. It's important to carry out a risk assessment before the activity takes place, and you can always add to this during the activity.





	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?	Yes			n.b. Chosen establishments are public areas which meet this requirement
	Are floor surfaces in good condition to prevent slips, trips, and falls?	Yes			n.b. Chosen establishments are public areas which meet this requirement
	Are all walkways kept clear and free from obstruction?	Yes			n.b. Chosen establishments are public areas which meet this requirement
	Are there enough seats for all members in attendance?	Yes			
	Has a register of members in attendance been taken for fire safety reasons?	Yes			
Electrical	Have you made sure there are no trailing leads or cables?	Yes			n.b. Chosen establishments are public areas which meet this requirement Cover cables with Hazard Tape
	Is the use of socket adapters (e.g., extension leads) per socket kept to an absolute minimum to prevent overloading?	Yes			
	Have all cables been inspected to ensure they are intact and safe for use?	Yes			
	If the venue requires PAT testing, has equipment been PAT tested?	Yes			n.b. where a chosen venue requires PAT testing then only equipment that meets this requirement may be used
Fire Safety	Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?	Yes			
	Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?	Yes			
	Is there a working smoke alarm?	Yes			n.b. Chosen establishments are public areas which meet this requirement





	Is there a working carbon monoxide alarm?	Yes			n.b. Chosen establishments are public areas which meet this requirement
	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)?	Yes			n.b. Chosen establishments are public areas which meet this requirement
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?	Yes			
Equipment	Do you have a lockable and secure area to store u3a equipment, if applicable?	Yes			
Wellbeing	Are refreshments available to members? (e.g., water, tea)	Yes			
	Is there a first aid box that is checked regularly and has been stocked?	Yes			n.b. Chosen establishments are public areas which meet this requirement

Other identified risks:	What will you do to mitigate these risks?
The Craft group regularly uses of scissors, needles (sewing and knitting), pins and glue.	The group leader has stressed to the group to take care and explained the attributes of the glues used (generally water-based so no problems with it).
Some groups require equipment which is transported and carried. e.g. keyboard, speaker etc.	The risk is mitigated by ensuring that there are enough able-bodied people to carry the equipment.
Unsuitable footwear.	For activities such as Badminton, Bowls and Pickleball suitable footwear as directed by the centre where the activity is held and Group Leader must be worn.

u3a Venue Based Risk Assessment Checklist		The Third Age Trust	
Version	Description of changes	Date of change	Review date
1.1	Original Checklist	28/01/2024	
1.2	Additions to cater for electrical equipment and carrying of equipment	05/02/2024	
1.3	New activities Badminton, Crochet and Pickleball Other risk: Unsuitable footwear.	18/09/2025	

