

# Venue Risk Assessment Checklist

<b>WELWYN/HATFIELD U3A</b>	
Interest Group	
Date	Location/Postcode
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 obstructions & 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?
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 seating always laid out? Is it a U3A responsibility before and after the activity to lay out seating
11				Is there a kitchen? Is the kitchen adequate and hygienic? Are food safe cleaning materials available? Has the kettle been visually safety checked?
12				Are the toilet facilities adequate & accessible?
13				Is equipment being brought to the venue? Has it been checked?
14				Is there a First Aid box and if so where is it located?
15				Does it have a sound system? Has the associated equipment, ie microphone been cleaned?
16				Other (define)

Additional information:

Signed:

Position:

Date: