

VENUE BASED ACTIVITY CHECKLIST	
Date of completion:	<input style="width: 100%;" type="text"/>
Venue name:	<input style="width: 100%;" type="text"/>
Person completing:	<input style="width: 100%;" type="text"/>
Interest Group:	<input style="width: 100%;" type="text"/>
Description of Activity:	
<input style="width: 100%; height: 100%;" type="text"/>	

This checklist is to help in the planning for a venue-based activity, such as Fell and Woolman rooms or 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.

HAZARD CHECKLIST	YES	NO	N/A	If no, what actions will you take to mitigate this hazard?
GENERAL:				
Is the area where the u3a activity is taking place in well-lit and away from any hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Are floor surfaces in good condition to prevent slips, trips, and falls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Are all walkways kept clear and free from obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Are there enough seats for all members in attendance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>

HAZARD CHECKLIST	YES	NO	N/A	If no, what actions will you take to mitigate this hazard?
Can everyone access the room?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has a register of members in attendance been taken for fire safety reasons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ELECTRICAL:				
Have you made sure there are no trailing leads or cables to prevent a member tripping?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the use of socket adapters (e.g., extension leads) per socket kept to an absolute minimum to prevent overloading?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have all cables in use for this activity been visually inspected to ensure they are intact and safe for use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If the venue requires PAT testing, has equipment been PAT tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FIRE SAFETY:				
Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a working smoke alarm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a working carbon monoxide alarm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
EQUIPMENT:				
Do you have a lockable and secure area to store u3a equipment, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

HAZARD CHECKLIST	YES	NO	N/A	If no, what actions will you take to mitigate this hazard?
WELLBEING:				
Are refreshments available to members? (e.g., water, tea)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a first aid box that is checked regularly and has been stocked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Other identified hazards:	What will you do to mitigate these hazards: