

Venue Risk Assessment Checklist

Group name.....Venue.....

Hazard Yes /No N/A	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?		
Additional information:		
Signed		
Dated		

