

# S&G U3A Venue Risk Assessment Checklist

*GL: Please complete and keep for your records.*

*Also complete the form on our website for U3A use. Thank you.*

**Group Name:**

**Venue:**

**Group Leader**

<b>For each item tick 'Yes', 'No', or 'N/A' and add comment if necessary</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
1 Is access suitable for the activity?				
2 Is wheelchair access adequate?				
3 Is area free from trip hazards?				
4 Is emergency escape adequate?				
5 Are escape signs appropriate and adequate?				
6 Is there a Fire Alarm?				
7 Is there emergency lighting?				
8 Is there a designated assembly point?				
9 Is Emergency Procedure displayed?				
10 Is the group responsible for arranging chairs before/after session?				
11 Is the kitchen adequate and hygienic?				
12 Are food-safe cleaning materials available?				
13 Are toilet facilities adequate & accessible?				
14 Is equipment brought to the venue? Has it been safety checked?				
15 Is there a First Aid box?				
16 Are there other potential hazards?				

Please complete this form on our website:

[https://streetu3a.org/Venue\\_Risk\\_Assessment.html](https://streetu3a.org/Venue_Risk_Assessment.html)