

S&G U3A Venue Risk Assessment Checklist

*Group Leader: Please complete and keep for your records.
Thank you.*

Group Name:

Venue:

For each item tick 'Yes', 'No', or 'N/A' and add comment if necessary	Yes	No	N/A	Comment
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?				