



Kibou has its own risk assessment and fire procedures in place.

**VENUE-BASED RISK ASSESSMENT CHECKLIST**

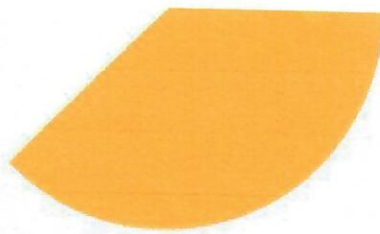
<b>u3a Name:</b> Cambourne District U3A.	<b>Date:</b> 30 <sup>th</sup> January
<b>Name of person completing risk assessment checklist:</b> L A Woodger.	
<b>Interest Group:</b> Out to lunch.	
<b>Description of Activity:</b> To experience Japanese Cuisine at Kibou Restaurant, Jesus Lane Cambridge @ 1-pm.	

This checklist is to help in the planning for a venue-based activity, such as 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.

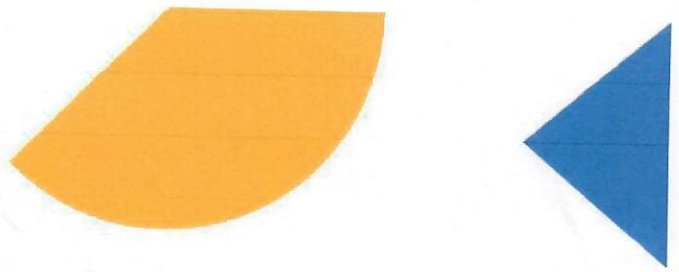
Where you identify a particular risk you should note the actions you will take to reduce it. It's important to carry out a risk assessment before the activity takes place, and you can always add to this during the activity.

	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
General	Is the area where the u3a activity is taking place in well lit and away from any hazards?	✓			Participants need to be aware of changes of lights in the building and those
	Are floor surfaces in good condition to prevent slips, trips, and falls?	✓			are steps to negotiate
	Are all walkways kept clear and free from obstruction?	✓			
	Are there enough seats for all members in attendance?	✓			
	Has a register of members in attendance been taken for fire safety reasons?	✓			
Electrical	Have you made sure there are no trailing leads or cables?	✓			





	Is the use of socket adapters (e.g., extension leads) per socket kept to an absolute minimum to prevent overloading?	✓			
	Have all cables been inspected to ensure they are intact and safe for use?	✓			
	If the venue requires PAT testing, has equipment been PAT tested?	✓			
<b>Fire Safety</b>	Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?	✓			Participants to leave by the nearest fire exit and gather at a safe distance away from the building
	Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?	✓			
	Is there a working smoke alarm?	✓			
	Is there a working carbon monoxide alarm?	✓			
	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)?	✓			
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?	✓			
<b>Equipment</b>	Do you have a lockable and secure area to store u3a equipment, if applicable?			✓	
<b>Wellbeing</b>	Are refreshments available to members? (e.g., water, tea)	✓			
	Is there a first aid box that is checked regularly and has been stocked?	✓			I have a first aid bag with me



Other identified risks:	What will you do to mitigate these risks?
Details of next of kin:	Participants informed they need to carry their U3A Card with these details included.
Medications?	Participants have been reminded to bring any medication they may require and inform Kestly Wodge
	if they have a medical condition which may impact on the subject

Participants: Kestly Wodge, Janet Leonard, Sue Keppie,  
 Lois Kershaw, Wendy Park, Fran Parrucko, Corrie Adams  
 Suzanne Whomes, Lucy Povey, Lynzette Gullecker,  
 Barbara Dyer, Tracy Hagg

u3a	Venue Based Risk Assessment Checklist		The Third Age Trust	
Version	Description of changes	Date of change	Review date	
1.0	Original Checklist	12.09.2022	12.09.2023	

