



The Giggling Squid has its own formal risk assessments and safety procedures in place.

VENUE-BASED RISK ASSESSMENT CHECKLIST

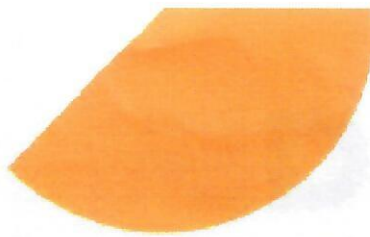
u3a Name: Cambsone and District U3A.	Date: 18th April 2024
Name of person completing risk assessment checklist: LA Woodger	
Interest Group: Out to lunch.	
Description of Activity: Lunch at Giggling Squid, The Old Library 2 Wheeler Street Cambridge CB2 3QD.	

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.

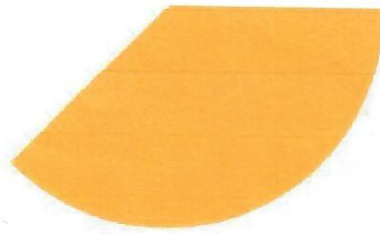
	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
General	Is the area where the u3a activity is taking place in well lit and away from any hazards?	✓			
	Are floor surfaces in good condition to prevent slips, trips, and falls?	✓			
	Are all walkways kept clear 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?	✓			
Fire Safety	Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?	✓			Participants to leave the building via the nearest fire exits and.
	Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?	✓			gather at a safe distance away from the building
	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?			✓	
Equipment	Do you have a lockable and secure area to store u3a equipment, if applicable?	✓			
Wellbeing	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.





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

Participants 12.45.

Carrie Adams.

Sue Heppie.

Suzie Miles

Patricia Miles

Lucy Parry.

Anne Williams

1.00

Jack Leonard.

Kyssia Gallagher.

Jul Jones.

Ann Jones.

Fanny Brown

Tom Brown.

1.15.

Tricia Hogg

Broeth Jones

Jul Jones.

Hesley Woodley

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

