

The Red House has its own risk assessments and safety procedures in place

VENUE-BASED RISK ASSESSMENT CHECKLIST

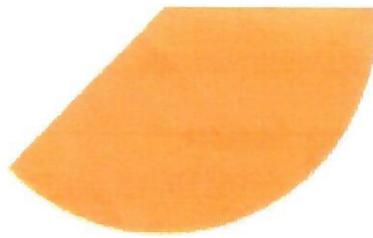
u3a Name: Cambourne and District U3A.	Date: 19 Dec 2024.
Name of person completing risk assessment checklist: LA Woodger	
Interest Group: Seniors - Satire . Out to lunch.	
Description of Activity: Group to celebrate Christmas at the Red house - Longshove. @ 1pm.	

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 by the nearest fire exits 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?			✓	
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 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 on.
Medication	Participants have been reminded to bring any medication they may require and inform Hestey Wodger
	if they have a medical condition which may impact on the outing

Participants: Hestey Wodger, Lois Kershaw, Wendy Park, Suzanne Whomes, Fran Parrinder, Penny and Tom Brown, Kristin Gullacher, Sue Hoppe, Anne Williams, Suzie Miles, Patrick Miles, Gareth & Jill Jones, Ann & Jeff Jones, Candice Adams, Eileen Green, Joan Mitchelmore, Janet and Michael Sparrow.

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

