



### VENUE-BASED RISK ASSESSMENT CHECKLIST

<b>u3a Name: Cambourne</b>	<b>Date: 24.6.25</b>
<b>Name of person completing risk assessment checklist: Anne Jones</b>	
<b>Interest Group: Anyone for Coffee</b>	
<b>Description of Activity: Meet for coffee, cake &amp; chat at The Orchard Tea Garden in Grantchester on Tuesday July 8<sup>th</sup> 2025 at 10am</b>	

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?	*			There is a small step going to the toilet but it is highlighted with yellow tape. Walking on grass could be a hazard.
	Are all walkways kept clear and free from obstruction?	*			
	Are there enough seats for all members in attendance?	*			Outside – deckchairs and director chairs
	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?			*	There are no extension leads
	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?	*			
	Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?	*			Congregate at the end of the carpark near the bins
	Is there a working smoke alarm?	*			
	Is there a working carbon monoxide alarm?	TBC			The boilers are located outside the building
	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)?	*			The fire doors automatically close if the fire alarm goes off
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?	TBC			
<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?	*			





Other identified risks:	What will you do to mitigate these risks?
Fingers pinched in deckchairs	Avoid adjusting the deckchairs when sitting on them.
Allergy to bees/wasps	Ensure you take all necessary medication
Any food allergies	Check with a member of staff when ordering food – there are recipes for all food items
Falling branches	Trees are risk assessed at regular intervals
Any medical issue	There will be two first aiders on site There is a defibrillator in the car park, near the entrance into the food area and at the Rupert Brooke

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

