

VENUE-BASED RISK ASSESSMENT CHECKLIST

u3a Name: CAMBOURNE and DISTRICT U3A	Date: 21 st JULY 2026 for 11 th AUGUST 2026
Name of person completing risk assessment checklist: ELAINE CHAPMAN	
Interest Group: ANYONE FOR COFFEE	
Description of Activity: Independent travel to venue. Visiting local coffee venues to meet together and chat. at Cotton Orchard Garden Centre CB23 7PJ	

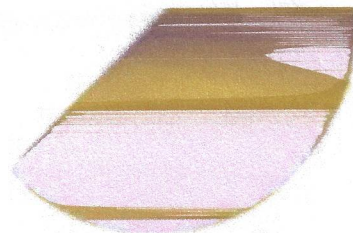
This checklist is to help in the planning for a venue-based activity, such as a community hall. This isn't an exhaustive list, so think carefully about any specific risks you may encounter. It is likely that you will need to add to this risk assessment checklist. This form can (and should) be altered 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?				The register will be taken on the day of the visit
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?			✓	} Not to be used on this visit	
	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?	✓				
	Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?	✓			Return to car park	
	Is there a working smoke alarm?	✓			assumed	
	Is there a working carbon monoxide alarm?	✓			assumed	
	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 no info	



Other identified risks:	What will you do to mitigate these risks?
Stony car park with tarmac roadways	Passengers can be dropped off to leave cars on tarmac areas
Toilets & Restroom down a slope	Help anyone who needs assistance on slope.
Details of next of kin	Participants notified they need to carry their u3a card with these details.
Food allergies	these need to be shared with the staff serving the refreshments. Gluten free produce available.

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

