

# Venue Risk Assessment Checklist

<b>Dorchester and District u3a</b>					
Interest Group					
Date			Location/Postcode		
Description of Activity					
Hazard	Yes	No	N/A	Comments	
1				Is the access suitable for the group attending the activity especially anybody with limited mobility?	
2				Is wheelchair access adequate?	
3				Is the area free from obstructions & trip hazards?	
4				Are there adequate means of escape in an emergency?	
5				Are there appropriate direction signs to aid escape?	
6				Is there a Fire Alarm?	
7				Is there Emergency Lighting?	
8				Is there a designated assembly point? Where is it?	
9				Is there an emergency procedure for the building? Do you have a copy?	
10				Is seating always laid out?	
				Is it a u3a responsibility before and after the activity to lay out seating	
11				Is there a kitchen?	
				Is the kitchen adequate and hygienic?	
				Are food safe cleaning materials available?	
				Has the kettle been visually safety checked?	
12				Are the toilet facilities adequate & accessible?	
13				Is equipment being brought to the venue?	
				Has it been checked?	
14				Is there a First Aid box and if so where is it located?	
15				Does it have a sound system with an induction loop?	
16				Other (define)	
Additional information:					