

Venue Risk Assessment Checklist

Venue Name	
Interest Group	
Date	
Description of Activity	

Hazard	Yes	No	N/A	Comments
Is the access suitable for the group attending the activity especially for anybody with limited mobility?				
Is wheelchair access adequate?				
Is the area free from obstructions & trip hazards?				
Are there appropriate direction signs to aid escape?				
Are there adequate means of escape in an emergency?				
Is there a Fire Alarm?				
Is there Emergency Lighting?				
Is there a designated assembly point? Where is it?				
Is there an emergency procedure for the building? Do you have a copy?				
Is seating always laid out? Is it a U3A responsibility before and after the activity to lay out seating				
Is there a kitchen? Is the kitchen				

adequate and hygienic? Are food safe cleaning materials available?				
Has the kettle been visually safety checked?				
Are the toilet facilities adequate & accessible?				
Is equipment being brought to the venue? Has it been checked?				
Is there a First Aid box and if so where is it located?				
Does it have a sound system with an induction loop?				
Other (define)				
Additional information:				