

Venue Risk Assessment Checklist

U3A Name CASTLE BROMWICH	
Interest Group LOCAL HISTORY	
Date 4-9-2023	Location/Postcode B34 7EH.
Description of Activity STUDY GROUP	

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	Sometimes Sometimes			We have agreement with the group who use the room after us.
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?	✓			Kitchen
15 Does it have a sound system with an induction loop?		✓		Not in the room.
16 Other (define)				
Additional information:				

Signed B A. Durrant	Dated 4.9.2023
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