

u3a Name: Castle BromwichDate: 23-2-26

Name of person completing risk assessment checklist:

Manon ReddellInterest Group: EvenkDescription of Activity: Quiz Night

This checklist is to help in the planning for an activity. This isn't an exhaustive list, 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 take to reduce the risk. It's important to carry out a risk assessment before the activity takes place, and you 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?	✓			<u>Tickets sold list</u>
Electrical	Have you made sure there are no trailing leads or cables?				
	Is an RCD used for sockets and extension leads to prevent the risk of electric shock?				
	Have all cables and adapters been inspected to ensure they are intact and safe for use and PAT labelled and documented?				
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? Are all smoke and fire stop doors kept closed when not in use, and never wedged open				
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?				<u>Parking Space & sit near exit</u>

[illegible]