



VENUE-BASED RISK ASSESSMENT CHECKLIST

u3a Name: Bracknell Forest u3a	Date: 1st March 2023
Name of person completing risk assessment checklist: Carol Clark	
Interest Group: Ten Pin Bowling Group	
Description of Activity: Ten Pin bowling at Hollywood Bowl, Bracknell	

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?	✓			Members are reminded to wear flat covered shoes or trainers. Bowling shoes are also available from centre
	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?	✓			Members email to book a place and a register is taken by the group host on the day
Electrical	Have you made sure there are no trailing leads or cables?		✓		Centre would be responsible for making visitors aware of any trailing leads or cables





	Is the use of socket adapters (e.g., extension leads) per socket kept to an absolute minimum to prevent overloading?			✓	
	Have all cables been inspected to ensure they are intact and safe for use?			✓	Centre would be responsible for this
	If the venue requires PAT testing, has equipment been PAT tested?			✓	Centre would be responsible for any PAT testing
Fire Safety					
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?		✓		Bowling Alley is a public building and we would follow their instructions
	Is there a working smoke alarm?	✓			Centre would be responsible for this
	Is there a working carbon monoxide alarm?			✓	
	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)?	✓			Centre would be responsible for this
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?			✓	
Equipment					
Equipment	Do you have a lockable and secure area to store u3a equipment, if applicable?			✓	
Wellbeing					
Wellbeing	Are refreshments available to members? (e.g., water, tea)	✓			Refreshments are available to purchase and members can bring their own water
	Is there a first aid box that is checked regularly and has been stocked?	✓			Hollywood Bowl have one





Other identified risks:	What will you do to mitigate these risks?
Injury to members whilst bowling	Members are responsible for their own safety.

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

