



VENUE-BASED RISK ASSESSMENT CHECKLIST

u3a Name: Bracknell Forest u3a	Date: 5 March 2024
Name of person completing risk assessment checklist: Helen Best	
Interest Group: Beginners/Easy Yoga	
Description of Activity: 6 week yoga session suitable for beginners and older people.	

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?	Yes			
	Are floor surfaces in good condition to prevent slips, trips, and falls?	Yes			
	Are all walkways kept clear and free from obstruction?	Yes			
	Are there enough seats for all members in attendance?	Yes			
	Has a register of members in attendance been taken for fire safety reasons?	Yes			Register taken at the start of the meeting
Electrical	Have you made sure there are no trailing leads or cables?	Yes			






	Is the use of socket adapters (e.g., extension leads) per socket kept to an absolute minimum to prevent overloading?	n/a			
	Have all cables been inspected to ensure they are intact and safe for use?	n/a			
	If the venue requires PAT testing, has equipment been PAT tested?	n/a			
Fire Safety					
	Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?	Yes			
	Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?	Yes			Members will be reminded at the start of each class
	Is there a working smoke alarm?	Yes			
	Is there a working carbon monoxide alarm?	Yes			
	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)?	Yes			
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?	Yes			I will be last out of building, everyone is mobile
Equipment					
	Do you have a lockable and secure area to store u3a equipment, if applicable?	n/a			Members bring their own yoga mats and a cushion
Wellbeing					
	Are refreshments available to members? (e.g., water, tea)	No			Members are advised to bring water with them
	Is there a first aid box that is checked regularly and has been stocked?	Yes			Centre has a first aid box available





Other identified risks:	What will you do to mitigate these risks?
Some people may have mobility issues	Personal risk assessment completed by all members Option is given to do the exercises from a chair rather than on the floor. Members advised of different options available to suit their abilities and needs.
Some attendees may need a chair	Chairs made available either to do the exercise from or to help them get up from the floor

 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

