VENUE-BASED RISK ASSESSMENT CHECKLIST

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u3a Name: Bracknell Forest u3a	Date: 16/3/23
Name of person completing risk assessment checklist:	TURNER, GRAHAM DIVES
Interest Group: BUUES, ROCK, SAZZ JAMM	ING AND GUITAR TUITION
Description of Activity: MUSIC The Group meets at the Methodist Church, Shepherd Lane	, Bracknell, RG42 2BU

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?	ü				
	Are floor surfaces in good condition to prevent slips, trips, and falls?	ü				
	Are all walkways kept clear and free from obstruction?	ü				
ANTICONE POR PORTE DE LA CARLO DEL CARLO DEL CARLO DE LA CARLO DE	Are there enough seats for all members in attendance?	ü				
	Has a register of members in attendance been taken for fire safety reasons?	V				
Electrical	Have you made sure there are no trailing leads or cables?		/		THERE ARE MURYS TRA CARLES MITIGATION BY	
	Is the use of socket adapters (e.g., extension leads) per socket kept to an absolute minimum to prevent overloading?	/			COMMON SENSE	
	Have all cables been inspected to ensure they are intact and safe for use?		/		INDIVIDUAL MEMBERA RESPONSIBILITY	>
	If the venue requires PAT testing, has equipment been PAT tested?				All Church equipment is PAT tested	
Fire Safety	Are all fire exit and escape routes, fire	Ιü	<u> </u>	I		
The Galety	alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?	u	NE CONTROL DE LA	Name of the Control o		
	Have members been informed of safety procedures, including where to	1				

	congregate in the event of a fire alarm?		1	1	
	Is there a working smoke alarm?	ü			
	Is there a working carbon monoxide alarm?			ü	No Gas on premises
	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)?	ü			ادعا: بانه نامی بادار معمومی امار مصمومی ادار
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?	ü		50	MINATE SEARCH AND A CONTROL
Equipment	Do you have a lockable and secure area to store u3a equipment, if applicable?	/		il. Dani	Wathodial Church, Ehuphard Lane.
Wellbeing	Are refreshments available to members? (e.g., water, tea)	/		A Vic	can beend-conserve for generally but in
	Is there a first aid box that is checked regularly and has been stocked?	ü			

Other identified risks: What will you do to mitigate these risks?