



VENUE-BASED RISK ASSESSMENT CHECKLIST

u3a Name: Bracknell Forest u3a	Date: 27/02/2025
Name of person completing risk assessment checklist: Leah Rinaldi and Marilyn Robinson	
Interest Group: Family History	
Description of Activity: Researching Family History. Meetings take place at Birch Hill Community Centre	

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?	✓			
	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?	✓			
Electrical	Have you made sure there are no 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?	✓			
	If the venue requires PAT testing, has equipment been PAT tested?	✓			
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?	✓			The exits are clearly visible
	Is there a working smoke alarm?	✓			
	Is there a working carbon monoxide alarm?			✓	All the water heating is electric. The gas boiler is outside of the centre in the boiler room which is open ventilated so carbon monoxide alarm isn't necessary
	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)?	✓			
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?	✓			We don't normally have any disabled visitors but group leaders would assist if any were present.
Equipment	Do you have a lockable and secure area to store u3a equipment, if applicable?			✓	
Wellbeing	Are refreshments available to members? (e.g., water, tea)	✓			Tea, Coffee, milk and water available Members can make themselves tea or coffee in the kitchen
	Is there a first aid box that is checked regularly and has been stocked?	✓			There is a first aid box available in the kitchen at the centre





Other identified risks:	What will you do to mitigate these risks?
Injury from setting up/ putting away tables and chairs	Group leaders normally set up/put away tables and chairs if needed either before members arrive or after they leave. No members are required to assist but some do volunteer to help. Group leaders monitor this. Birch Hill have a tool available to assist with collapsing legs on the tables. Chair trolleys are on wheels to make them easier to move.

	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	

