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| u3a Name: Bracknell Forest u3a | Date: 21/3/24 |
| Name of person completing risk assessment checklist: Carol Hill & Denise Eatwell | |
| Interest Group: Out & About | |
| Description of Activity: Group planning meeting at Bracknell Rugby Club. Lily Hill Park, Lily Hill Drive, Bracknell, Berkshire, RG12 2UG. 01344 424013 | |

VENUE-BASED RISK ASSESSMENT CHECKLIST

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 | | | Stag Bar has capacity for 50 seated. Plus another 30 (the other side of the pillar). Function room is bigger. |





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| | Has a register of members in attendance been taken for fire safety reasons? | Yes | | | This is taken at the start of the meeting & updated during the meeting (as required). Retained in Group records. |
| Electrical | Have you made sure there are no trailing leads or cables? | Yes | | | Check area on arrival & inform venue if any issues. |
| | Is the use of socket adapters (e.g., extension leads) per socket kept to an absolute minimum to prevent overloading? | Yes | | | Check area on arrival & inform venue if any issues. |
| | Have all cables been inspected to ensure they are intact and safe for use? | | No | | Check area on arrival & inform venue if any issues. |
| | If the venue requires PAT testing, has equipment been PAT tested? | | | N/A | Group does not use any electrical equipment at this venue. |
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| Fire Safety | Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated? | Yes | | | Check exit on arrival. Inform venue if any issues. |
| | Have members been informed of safety procedures, including where to congregate in the event of a fire alarm? | Yes | | | Included in announcements at start of meeting. Meet on rugby pitch. |
| | Is there a working smoke alarm? | Yes | | | |
| | Is there a working carbon monoxide alarm? | Yes | | | In the kitchen. |
| | 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 | | | Other group members will assist as required. |
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| Equipment | Do you have a lockable and secure area to store u3a equipment, if applicable? | | | N/A | No group equipment stored at this venue. |
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| Wellbeing | Are refreshments available to members? (e.g., water, tea) | Yes | | | Venue is a club so refreshments are available. |
| | Is there a first aid box that is checked regularly and has been stocked? | Yes | | | This is not provided by the group. It is the responsibility of the venue – either on-site or calling assistance as required. Guy Britton is the Operations Manager & is First Aid qualified. |

| Other identified risks: | What will you do to mitigate these risks? |
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| Toilets – Disabled & Ladies are off the Stag Bar. Gentlemen's are downstairs. | Location included as part of announcements at start. |
| Requirement to contact attendees after the meeting. For Example – member has a positive covid test and we need to inform everyone who was at the meeting. | The register of attendees taken at the meeting for fire safety will be retained by the group. |
| Stair free access. | This is via a sloped path around the side of the building. |
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| 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 |

