



VENUE-BASED RISK ASSESSMENT CHECKLIST

u3a Name: Swaffham and District	Date:
Name of the group:	
Description of the group activity:	
Name of the place where the activity takes place:	
Name of the group leader:	

	Risk Assessment Checklist	Yes	No	Additional information
Equipment	Is any special equipment needed? Please state			
	Is it in a safe condition and if necessary is it easy to assemble by attendees?			
	Who is responsible for the provision and maintenance of the equipment? Please state			
	Is any electrical equipment safe to use?			
	Do you make sure there are no trailing leads or cables?			
	Is the use of socket adaptors kept to a minimum?			
Venue	Is there always someone at the venue who can be contacted in case of an emergency?			
	If no, is there contact details of the venue provider?			





	Risk Assessment Checklist	Yes	No	Additional information
Venue (cont)	Is access within the venue clear and unobstructed and in good condition to avoid trips and slips?			
	Is the venue well lit, ventilated and warm?			
	Is there enough room to accommodate everyone safely & comfortably?			
	Are all fire exits clearly marked and unobstructed?			
	Are all attendees aware of fire evacuation procedures?			
People	Can members with disabilities access the venue & take part in the activity safely?			
	Where appropriate have all members received a briefing about how to take part in the activity safely?			
	Is there a register of everyone attending taken at each meeting?			
	Is there a list of emergency contacts?			
	Are light refreshments available?			
	Other identified risks:	What will you do to mitigate these risks?		
Please log any incidents and accidents and if necessary report them to the group coordinator.				
Date received by group co-ordinator		Review date		

