



# Chess Valley

## Venue Risk Assessment Checklist

<b>Name of venue</b>					
<b>Location/postcode</b>					
<b>Date of assessment</b>					
<b>U3A Interest Group</b>					
<b>Description of activity</b>					
<b>ASSESSMENT</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
1	Is the access suitable for the group attending the activity?				
2	Is wheelchair access adequate?				
3	Is the area free from obstructions and trip hazards?				
4	Is adequate means of escape in an emergency provided?				
5	Are there appropriate direction signs to aid escape?				
6	Is there a fire alarm?				
7	Is there emergency lighting?				
8	Is there a designated assembly point? Where is it?				
9	Is there an emergency procedure for the building? Do you have a copy?				
10	Is seating always laid out?				
11	Is food being provided/prepared?				
	Is the kitchen adequate/hygienic?				
	Are food safe cleaning materials available?				
	Visual safety check on kettles, etc.				
12	Are toilet facilities adequate/accessible?				
13	Is equipment being brought to venue?				
	Has it been safety checked?				
14	Is there a first aid box or is U3A to provide?				
15	Other (define)				
16	Other (define)				
<b>Additional Information</b>					
<b>Signed:</b>		<b>Position:</b>		<b>Date:</b>	