u3a learn, laugh, live
White Cliffs Country

Venue risk checklist

Date:
Name of person completing risk assessment checklist:
Interest Group:
Description of Activity:

This checklist is to help in the planning for a venue-based activity, such as a community hall. It isn't an exhaustive list, so please add any specific risks you may encounter. 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 complete the checklist before the activity takes place, and you can always add to this during the activity.

Category	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?				
	Is it clear that the only dogs allowed on the premises for u3a events are assistance dogs?				

Category	Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
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?				
	Is there a working smoke alarm?				
	Is there a working carbon monoxide alarm?				
	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?				
Equipment	Do you have a lockable and secure area to store u3a equipment, if applicable?				

Category	Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
Wellbeing	Are refreshments available to members? (e.g., water, tea)				
	Is there a first aid box that is checked regularly and has been stocked?				

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

u3a	White Cliffs Country Venue Risk Checklist	WCC u3a	
Version	**Description of changes**	**Date**	**Author**
Version 1	TAT original checklist	12/09/2022	TAT
Draft 1	WCC formatting and consistency with other WCC policies	04/04/2026	DM
Version 1	Agreement by committee	22/06/2026	DM
Version 2	Addition of assistance dogs	09/10/2026	DM