



VENUE-BASED RISK ASSESSMENT CHECKLIST

u3a Name: Bracknell Forest u3a	Date: 2 September 2026
Name of person completing risk assessment checklist: Shelagh Richards	
Interest Group: Committee Meetings	
Description of Activity: Meetings to discuss Committee business in the small Committee room, Birch Hill Community Centre, Bracknell.	

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?	Y			
	Are floor surfaces in good condition to prevent slips, trips, and falls?	Y			
	Are all walkways kept clear and free from obstruction?	Y			
	Are there enough seats for all members in attendance?	Y			
	Has a register of members in attendance been taken for fire safety reasons?	Y			A record of attendees is noted at the start of the meeting.
Electrical	Have you made sure there are no trailing leads or cables?			N/A	





	Is the use of socket adapters (e.g., extension leads) per socket kept to an absolute minimum to prevent overloading?			N/A	
	Have all cables been inspected to ensure they are intact and safe for use?			N/A	
	If the venue requires PAT testing, has equipment been PAT tested?			N/A	
Fire Safety	Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?	Y			
	Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?	Y			
	Is there a working smoke alarm?	Y			
	Is there a working carbon monoxide alarm?			N/A	All the water heating is electric. The gas boiler is outside of the Centre in the boiler room, which is open ventilated so an alarm is unnecessary.
	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)?	Y			
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?	Y			The Committee would assist any disabled member to evacuate safely.
Equipment	Do you have a lockable and secure area to store u3a equipment, if applicable?			N/A	
Wellbeing	Are refreshments available to members? (e.g., water, tea)			N/A	Members bring water should they wish. No refreshments are served.
	Is there a first aid box that is checked regularly and has been stocked?	Y			Available in the kitchen at the Centre and checked by the Centre's committee.





Other identified risks:	What will you do to mitigate these risks?
Injury from setting up chairs and tables.	Chairs are already in the room and require little movement. The tables are moved from the cupboard to set up with 2 people who are happy to carry them. There is a tool to aid the collapse of the tables.

	Venue Based Risk Assessment Checklist			The Third Age Trust
Version	Description of changes	Date of change	Review date	
1.0	Original Checklist	2.09.2026	2.09.2028	

