



## VENUE-BASED RISK ASSESSMENT CHECKLIST

|                                                                                                                                                        |                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| <b>u3a Name:</b> Bracknell Forest u3a                                                                                                                  | <b>Date:</b> 2 September 2026 |
| <b>Name of person completing risk assessment checklist:</b> Shelagh Richards                                                                           |                               |
| <b>Interest Group:</b> Open Meetings for all members                                                                                                   |                               |
| <b>Description of Activity:</b> Social event for members with a speaker followed by refreshments at the Open Learning Centre, Rectory Road, 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   |    |     | Members register at the room door, or are directed to that table if arrive through the back entrance. |
| Electrical | Have you made sure there are no trailing leads or cables?                                 | Y   |    |     | Care will be taken to cover/secure these if a speaker requires additional electrical equipment.       |





|             |                                                                                                                                                          |   |  |     |                                                                                                      |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|-----|------------------------------------------------------------------------------------------------------|
|             | Is the use of socket adapters (e.g., extension leads) per socket kept to an absolute minimum to prevent overloading?                                     | Y |  |     |                                                                                                      |
|             | Have all cables been inspected to ensure they are intact and safe for use?                                                                               | Y |  |     | Centre responsibility for their equipment. They will be informed if an issue.                        |
|             | If the venue requires PAT testing, has equipment been PAT tested?                                                                                        | Y |  |     | Centre responsibility                                                                                |
|             |                                                                                                                                                          |   |  |     |                                                                                                      |
| Fire Safety | Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?            | Y |  |     | Check on arrival and inform Centre if an issue.                                                      |
|             | Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?                                             | Y |  |     | Members are advised at start of the meeting. See also our Fire Evacuation Policy for use at the OLC. |
|             | Is there a working smoke alarm?                                                                                                                          | Y |  |     |                                                                                                      |
|             | Is there a working carbon monoxide alarm?                                                                                                                |   |  | N/A | Boiler in another part of the building.                                                              |
|             | 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 |  |     | See Fire Evacuation Policy.                                                                          |
|             |                                                                                                                                                          |   |  |     |                                                                                                      |
| 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)                                                                                                | Y |  |     |                                                                                                      |
|             | Is there a first aid box that is checked regularly and has been stocked?                                                                                 | Y |  |     | With OLC Reception who will be contacted by the allocated first aider(s).                            |





| Other identified risks:                                        | What will you do to mitigate these risks?                                                                                                                                                                                                                             |
|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Injury from setting up/putting down tables and chairs.         | If these are not already set up by the OLC, volunteers will put up tables and chairs which are already in the room. The chairs will be stacked according to OLC requirements.                                                                                         |
| Burns and scalds and congestion around the refreshment tables. | Members will be told to not all queue at the same time, to queue down one side of the hall, collect their drink and move away from the tables. A volunteer will assist with this process. Chairs at the back of the hall will be removed first to provide more space. |
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| <b>u3a</b> | <b>Venue Based Risk Assessment Checklist</b> |                |             | The Third Age Trust |
|------------|----------------------------------------------|----------------|-------------|---------------------|
| Version    | Description of changes                       | Date of change | Review date |                     |
| 1.0        | Original Checklist                           | 2.09.2026      | 2.09.2028   |                     |

