



VENUE-BASED RISK ASSESSMENT CHECKLIST

u3a name: Mansfield & District u3a	Date: 18.09.2023
Name of person completing Risk Assessment Checklist: Stephen Hall	
Interest Group: Crafty Chat	
Venue address: The Friends Meeting House, 124 Rosemary Street. Mansfield, Notts. NG18 6AB	
Description of Activity: Craft Group where the participants do their own projects whilst chatting about all things crafty	

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 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?	√			
Electrical	Have you made sure there are no trailing leads or cables?	√			



	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
	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?			√	
Wellbeing					
	Are refreshments available to members? (e.g., water, tea)	√			



	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
	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?
Use of sewing and knitting needles. Also, the use of scissors.	As these are the participants own equipment, I assume they know how to use them safely.