

VENUE SAFETY CHECKLIST

U3A Name:		CRAVEN U3A			
Venue Postcode:					
U3A Course Dates:					
U3A Group:					
Description of Activity:					
	Hazard	Yes	No	N/A	Comments
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?				
	It is a U3A responsibility to, before and after the activity, to lay out seating?				
11	Is food being provided/prepared?				
	Is the Kitchen adequate and hygienic?				
	Are foods safe and cleaning materials available?				
	Visual safety check on kettles etc				
12	Are the toilet facilities adequate and accessible?				
13	Is equipment being brought to the venue				
	Has it been safety checked?				
14	Is there a first aid box or is the U3A to provide?				
15	Other(define)				

Signature

Position

Date