

Venue Risk Assessment Checklist

U3A Name <i>Basingstoke - Old Basing U3A</i>	
Interest Group <i>Environment & Us</i>	
Date <i>1st Wed in month</i>	Location/Postcode <i>Small Hall, Village Hall Chineham, RG24 8YE</i>
Description of Activity <i>Discussion group</i>	

Hazard	Yes	No	N/A	Comments
1 Is the access suitable for the group attending the activity especially anybody with limited mobility?	✓			
2 Is wheelchair access adequate?	✓			
3 Is the area free from obstructions & trip hazards?				
4 Are there adequate means of escape in an emergency?	✓			
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?	✓			<i>Plan on wall nr. door</i>
9 Is there an emergency procedure for the building? Do you have a copy?		✓		
10 Is seating always laid out?		✓		
Is it a U3A responsibility before and after the activity to lay out seating	✓			
11 Is there a kitchen?	✓			
Is the kitchen adequate and hygienic?	✓			
Are food safe cleaning materials available?	✓			
Has the kettle been visually safety checked?	✓			
12 Are the toilet facilities adequate & accessible?	✓			
13 Is equipment being brought to the venue?	✓			
Has it been checked?	✓			
14 Is there a First Aid box and if so where is it located?		X		
15 Does it have a sound system with an induction loop?		X		
16 Other (define)				
Additional information:				

Exceptional Circumstances

There may be reasons why additional conditions may have to be taken into consideration when completing this risk assessment.

When completing a risk assessment in exceptional circumstances you need to consider how this will impact on the activity, what additional measures or changes you will need to make for each identified hazard in order to reduce risks involved in running the activity. These changes will need to be incorporated into the assessment of how hazards can be reduced or avoided to respond appropriately to the exceptional circumstances you are facing.

Notes for exceptional circumstances:

Signed

S. J. ...

Dated

14.08.21

General U3A Activity Risk Assessment Checklist in Covid-19

U3A Name Basingstoke - Old Basing U3A	
Interest Group Environment and Us	
Date Location/Postcode First Wed. in month, Sept to June inclusive	Small Hall, Chineham Village Hall, RG24 8YE
Nature and Description of Activity Discussion group	

<p>Part 1: Before the activity Group Organiser Check list:</p> <p>Masks optional, at participants discretion</p> <p>Hand sanitizer at entrance</p> <p>Adequate ventilation</p> <p>Toilets clean, adequate paper supply</p> <p>Kitchen facility clean, adequate cleaning materials for tables & chairs. But group members bring their own refreshments.</p> <p>Individual group members responsible for fetching & replacing chairs at end of each session.</p> <p>Chairs placed 1m apart</p>	Yes ()
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This check list to be used on each occasion that group meets at Chineham Village Hall (Small Hall)

<p>A) Consider the current Government and Public Health advice in relation to your location and the feasibility of carrying out this activity safely adhering to present social distancing requirements and permissible indoor and outdoor group sizes.</p> <p>B) Consider whether your activity involves the sharing of any equipment or shared spaces and make suitable arrangements to have antiviral cleaning products available.</p> <p>C) Advise all wishing to take part that they should allow group leaders take a register with contact details of participants to share with NHS Contact and Trace service if required.</p> <p>D) Where necessary inspect area prior to starting activity to ensure adequate social distancing can be maintained throughout and to remove/isolate any hazards.</p> <p>E) Ensure travel arrangements also meet the necessary requirements</p> <p>F) Consider the general hazards related to this type of activity, the impact accommodating Covid19 requirements may have on the way it is organised.</p> <p>G) Record outcome of these considerations in writing prior to the activity and share with participants so they can complete their personal checklist in line with the information in your checklist.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
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Part 2: Before Activity Personal Checklist:	Yes ()
<p>A) All participants to review their own personal health and circumstances and refer to current Government guidance for different risk categories in Covid19 and what measures are recommended for people over 70 and/or with various medical conditions.</p> <p>B) Consider the health risk category of anyone else you are isolating with in your household.</p> <p>C) Review the risk check list for the activity above completed by the group organiser and consider if you can take part without adverse risk to yourself or household.</p>	<p>✓</p> <p>✓</p> <p>✓</p>

Part 1. Activity Checklist outcomes:	Yes (<input type="checkbox"/>)
Risk assessment + instructions emailed to all group members - OR communicated by telephone if participant has no email address	✓
Signed Group Organiser:	Dated

Part 2. Personal Checklist Outcomes:	Yes (<input type="checkbox"/>)
Communicated to all participants by email OR by telephone if necessary.	✓

Venue Checklist (Day of Use)

U3A Name <i>Basingstoke Old Basing U3A</i>	
Interest Group <i>Environment & Us</i>	
Date <i>14.08.21 onwards</i>	Location/Postcode <i>Chineham Village Hall RG24 8YE</i>
Description of Activity <i>Group discussion meeting</i>	

Check	Yes (✓)
1 Emergency Exits unobstructed	
2 Emergency Exits unlocked	
3 Fire Extinguishers in place	
4 Toilet facilities open, clean, paper available etc	
5 Walkways free from trip hazards	
6 Kitchen facilities accessible & clean	
7 Kettle leads in good condition, free from wear and fraying, plug securely attached	
8 Refreshment items available	
9 First Aid equipment accessible	
10 Safety Briefing given <ul style="list-style-type: none"> a. Emergency exits b. Assembly point c. What to do if fire discovered d. What to do if the alarm sounds e. Accident / injury reporting f. Toilet and washing facility location 	
11 Other (specify)	
12 Other (specify)	

Notes *Check list above to be used by group leader on each occasion the group meets.*

Exceptional Circumstances

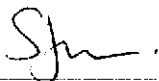
There may be reasons why additional conditions may have to be taken into consideration when completing this risk assessment.

When completing a risk assessment in exceptional circumstances you need to consider how this will impact on the activity, what additional measures or changes you will need to make for each identified hazard in order to reduce risks involved in running the activity. These changes will need to be incorporated into the assessment of how hazards can be reduced or avoided to respond appropriately to the exceptional circumstances you are facing.

Notes for exceptional circumstances:

In the event of a day trip a different risk assessment to be applied.

Signed



Dated

14.08.21