



## VENUE-BASED RISK ASSESSMENT CHECKLIST

### BASED RISK ASSESSMENT CHECKLIST

<b>u3a Name : Hartlepool and District</b>	<b>Date : 20/03/2026</b>
<b>Name of person completing risk assessment checklist : Roger Say / Paul Eustace</b>	
<b>Interest Group : u3a General Meetings / Venue : St Josephs Church Community Hall, Hutton Avenue, TS26 9PW</b>	
<p><b>Description of Activity : Hartlepool and District u3a usually meets on the first Friday of each month at 2:00PM. The room is typically occupied from around 1:00 to 4:00pm to allow for preparation and tidying up before and after the meeting. Car parking is available on site with disabled spaces and frequent bus services are also available with stops nearby on York Road.</b></p> <p><b>Meetings are run by members of the Committee and member volunteers with typically 30 - 60 members in attendance at each meeting. An adjoining kitchen is used during the meeting to provide refreshments.</b></p>	

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?	√			
	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?	√			Seats are put out and arranged by u3a members ahead of each meeting.

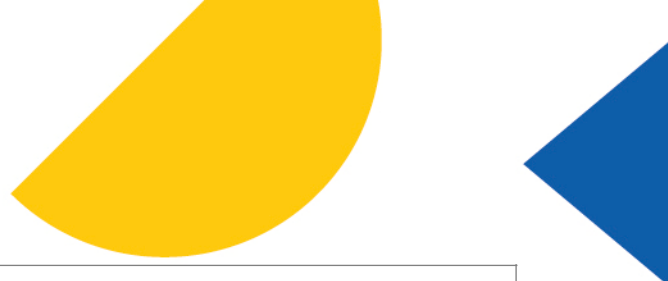


	Has a register of members in attendance been taken for fire safety reasons?	√			Member / guests attendance is recorded by the Membership Secretary and / or designated deputy at each meeting. This would be used as a register in the event of a fire and emergency building evacuation.
Electrical	Have you made sure there are no trailing leads or cables?	√			
	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?			√	Only use u3a portable electric equipment at meetings. All u3a portable electrical equipment to be PAT tested annually. Any faulty Church Hall electrics should be reported immediately.
Fire Safety	Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?		√		<b>See u3a Church Hall Fire Evacuation Procedure.</b> The Church Hall has no Fire or smoke alarms. All 4 fire escape exits are clearly visible, however, only 3 are signed. Members / guests will be informed of the fire exits at the start of each meeting by the Chair / Meeting Leader. Fire fighting equipment is clearly visible, unobstructed and appropriately signed.




	Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?	√			The u3a Fire Evacuation Plan will be displayed clearly on the u3a Notice Boards. Members / guests will be informed of the fire exits at the start of each meeting by the Chair / Meeting Leader.
	Is there a working smoke alarm?		√		<b>See u3a Church Hall Fire Evacuation Procedure.</b>
	Is there a working carbon monoxide alarm?		√		Not believed to present a significant risk for this venue / activity.
	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)?	√			
	Is there a fire exit procedure?	√			<b>See Other Identified Risks - General below. See u3a Church Hall Fire Evacuation Procedure</b>
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?	√			All fire exits have been checked to confirm they are wheelchair friendly.
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)	√			
	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?
<p><b>General</b> : The Diocese does not have fire evacuation plan for Church Hall users.</p>	<p>A u3a Fire Evacuation Plan has been prepared to manage an Emergency Evacuation in the event of a fire. Reference is made to this document in a number of the risks in this assessment.</p>
<p><b>Manual Handling</b> : Chairs / Tables (Large and Small) are moved and arranged before and after each meeting .</p>	<p>No more than 2 chairs should be carried by individuals at any time. Only 1 chair should be added / removed from a stack at a time. Chair stacks should be limited to a maximum of 5 chairs.</p> <p>No more than 1 small table should be carried or stacked at any time. Table stacks should be limited to a maximum of 4 tables.</p> <p>All large tables must be moved by at least 2 people.</p>
<p><b>Kitchen</b> : Kitchen facilities for making tea and coffee are linked by a corridor to the main hall area but have no direct access other than via the kitchen counter hatch.</p>	<p><b>See u3a Fire evacuation procedure.</b> Implement policy to limit kitchen occupancy to only those that are preparing tea / coffee etc.</p>
<p><b>Kitchen</b> : No fire extinguisher in kitchen area</p>	<p>A fire extinguisher is located immediately outside the kitchen on the wall with clear signage.</p> <p>Kitchen users should only tackle a fire if it is safe to do and they are trained and comfortable in the use of fire extinguishers.</p>

	<b>Venue Based Risk Assessment Checklist</b>		The Third Age Trust
Version	Description of changes	Date of change	Review date
1.0	Original Checklist Assessment	19.03.2026	19.03.2027

