



## Venue Checklist (Day of Use)

Category: Risk assessments

<b>U3A Name</b>	<b>Epsom and Ewell</b>	
Interest Group	Monday speaker meeting	
Date Usually first Monday of each month except for Open House	Location/Postcode Bourne Hall (Main Hall), Ewell, Surrey, KT17 1UF	
Description of Activity	Monday speaker presentation	

Check	Yes
1 Emergency exits unobstructed – three to Main Hall	
2 Emergency exits unlocked – three to Main Hall	
3 Fire Extinguishers in place – located in entrance lobby to lower ground main hall	
4 Toilet facilities open, clean, paper available, etc	
5 Walkways free from trip hazards	
6 Beverage and refreshment provision accessible and clean	
7 Water urns in good condition, free from wear and fraying, plug securely attached	
8 First Aid equipment accessible at ground floor reception desk	
9 Visual check of electrical equipment in use	
10 Seating layout sufficient number	
11 Passenger lift working	
12 Check for safe stage layout	
13 Safety briefing given	
14 Other (specify):	
15 Other (specify):	
16 Other (specify):	



**Notes**

**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**

**Dated**

To be signed on day of meeting by a committee member

Date of meeting