



VENUE RISK ASSESSMENT

Category: Risk Assessments

u3a name:	Epsom and Ewell		
Interest Group:	Singing for Pleasure		
Date: 1 st and 3 rd Friday of each month 9.00am -11.00am	Location/postcode: Community & Wellbeing Centre, Sefton Road, Epsom Surrey KT19 9HG Ground floor room		
Description of Activity:	Singing Group		

No.	Hazard	Risk Rating	Control measures/Comments
1.	Safe and suitable access to the venue for the members attending. Risk of slips, trips and falls.	medium	Clear access and no steps to main entrance of the venue. Ramps to all doors in the building allow safe access and egress.
2.	Safe and suitable access for wheelchair users and people with limited mobility. Risk of being unable to access venue safely.	low	Clear access and no steps to main entrance of the venue. Ramps to all doors to the building allow safe access and egress. Automatic power assisted doors to main entrance and push pad door release for egress from premises.
3.	Sufficient means of escape in the event of an emergency.	low	Three emergency exit doors with signage allow safe egress from room.
4.	Operational fire alarm for venue.	low	The fire alarm forms part of the building infrastructure. Currently being upgraded.



5.	Sufficient emergency lighting for safe egress in the event of an emergency. Risk of slips, trips and falls.	low	The emergency lighting forms part of the building infrastructure and the fittings are indicated by a green light.
6.	Location of designated Fire Assembly Point.	low	Assembly point is shown by a green rectangular sign, located in the far left hand corner of the car park. All visitors must remain in that location until the all clear is given by Centre staff.
7.	Emergency Evacuation Procedure.	low	The Centre has an Emergency Evacuation Procedure in place, which will be administered in the event of an emergency. All visitors must adhere to instructions given by Centre staff.
8.	Equipment and Electrical Safety. Risk of injuries to those using or near the equipment.	low	Electrical equipment is the property of u3a and is kept by the Group Leader, who checks the condition on a regular basis. Equipment comprises of a portable CD player, which is placed on a table adjacent to a power supply. A microphone and piano owned by The Centre is sometimes used. On occasions, equipment owned by u3a members from other groups is used, comprising the following: keyboard, guitar, saxophone and ukuleles.
9.	Sufficient toilet facilities.	low	It is the Centre's responsibility to ensure the toilet facilities are clean and in fully working order. There is adequate provision for both male and female. 2no. disabled toilets are available on the ground floor.
10.	Medical and Emergency procedures	low	A First Aid kit and defibrillator are held by The Centre's reception adjacent to the main entrance. All Centre staff are qualified First Aiders and should be the first point of contact in an



			<p>emergency. The Centre retains medical records and emergency contact numbers for all members of the Centre.</p> <p>The u3a Group Leader also holds a list of emergency contact numbers for members in the group.</p> <p>In the event of any emergency the Centre staff are in full control and their instructions must be adhered to.</p>
11.	<p>Provision of refreshments for members.</p> <p>Risk of scalding and contamination.</p>	low	Coffee shop on site.

Additional Information:

Safety Briefing: Our activities as hirers of the hall are under the control of The Community and Wellbeing Centre staff. In the event of an emergency the Centre staff will issue guidance and ensure everyone has vacated the premises.

U3a members are not trained in firefighting techniques and in the event of a fire, they should promptly and calmly make their way to the nearest available Emergency Exit, ensuring that doors are closed behind them – if safe to do so.

In a medical emergency Reception should be contacted immediately, after which the Centre staff will control the situation.

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 with 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 now facing.

Notes for exceptional circumstances: NONE



Signed: Sybi Trowsdale (Chair)

Dated: 28 October 2024

u3a	Venue Risk Assessment	The Third Age Trust
Version	Description of changes	Date of review
1.0	Initial assessment	28-10-24