



## VENUE RISK ASSESSMENT

### Category: Risk Assessments

<b>u3a name:</b>	Epsom and Ewell		
<b>Interest Group:</b>	Monthly Speaker		
<b>Date:</b> 1 <sup>st</sup> Monday of each month, except for May when we hold Open House	<b>Location/postcode:</b> Bourne Hall, Ewell, Surrey KT17 1UF	Lower ground floor main hall	
<b>Description of Activity:</b>	Monthly Speaker Presentation		

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. Lower ground flat floor hall and stage with stair access to both, fitted with handrails.
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. Main entrance is equipped with sensor controlled automatic sliding doors. Lift to lower ground floor.
3.	Main hall and stage, free from obstructions and trip hazards.  Risk of slips, trips and falls.	medium	Cables on stage are taped to floor or fitted in cable protectors. Cables in main hall are fitted in cable protectors, securely taped to wall and floor or fixed at a high level. Work carried out by competent u3a members.
4.	Safe stage layout.  Risk of slips, trips and falls.	medium	Maintain set up distance at 90cm from front edge of stage. Ensure all cables are secured.



			Stage and stage staircase working lights to be switched on, unless additional stage lighting is operational. Ensure staircase to stage is free from obstructions.
5.	Sufficient means of escape in the event of an emergency.	low	Three exit staircases with illuminated signage allow safe egress from hall.
6.	Operational fire alarm for venue.	low	The fire alarm forms part of the building infrastructure.
7.	Sufficient emergency lighting for safe egress in the event of an emergency.  Risk of slips, trips and falls.	low	The venue is equipped with emergency light fittings, shown by green indicators.  In the event of an emergency, the main hall lights will return to full brightness from a dimmed position.
8.	Location of designated Fire Assembly Point.	low	Assembly point – marked with a sign displaying 'A' is located immediately opposite the main entrance doors to the venue. All members to wait in this location until the all clear is given, taking care not to block access to the venue for Emergency Services.
9.	Emergency Evacuation Procedure.	low	Bourne Hall has an Emergency Evacuation Procedure in place, which will be administered in the event of an emergency. As a hirers we do not hold a copy of Bourne Hall's procedures.
10.	Manual Handling. Risk of back injury.	low	All furniture is laid out for u3a prior to the event and removed afterwards by Bourne Hall staff.
11.	Equipment and Electrical Safety.  Risk of injuries to those using or near the equipment.	low	U3a owned equipment includes laptop/screens, sound mixer, camera, extension cables and associated low voltage interconnecting cables. This equipment is PAT tested annually. Additional equipment is supplied by Bourne Hall and subjected to their own annual PAT testing. All electrical items are checked by a visual inspection on the day to ensure there is no physical damage or exposed wires.
12.	Sufficient toilet facilities.	low	It is the responsibility of Bourne Hall to ensure the toilet facilities are clean and in fully working order.



			There is adequate provision for both males and females. Disabled facilities are available on the ground floor.
13.	Medical and Emergency procedures.	low	A First Aid kit and defibrillator are held by Bourne Hall reception on the ground floor. An additional First Aid kit is stored in the u3a cupboard on the lower ground floor, adjacent to the main hall. Committee members have access to the cupboard. All Bourne Hall staff are qualified First Aiders and should be the first point of contact in an emergency.
14.	People with hearing impairments.	low	A sound system with an induction loop is provided by Bourne Hall. Users are alerted to the induction loop by the slide show in advance of the meeting.
15.	Provision of refreshments for guests.  Risk of scalding and contamination.	medium	Competent u3a members operate the urns of boiling water, which are supplied and pre-filled by Bourne Hall staff in advance of the meeting. Urn are placed on tables adjacent to the power supply, so there are no trailing cables. Members are encouraged to bring their own cups, but disposable cups are available. Biscuits are provided in sealed packets and milk is disposed of on the day. The venue provides a drinking water machine with disposable cups.

**Additional Information:**

**Safety Briefing:** Our activities as hirers of the hall are under the control of Bourne Hall staff. In the event of an emergency, we will be directed by Bourne Hall. Whilst waiting for Bourne Hall staff to arrive, interim directions will be given by the Chair who will hand over to Bourne Hall staff as soon as possible.

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

Wheelchairs users and those with limited ability should remain in a protected lobby with a member of the Committee and await rescue by Bourne Hall staff or Emergency Services.



Fire extinguishers and an EVAC chair are located in the lower ground floor entrance lobby to the main hall. These are for use by Bourne Hall staff only.

Prior to the start of the meeting, the Chair will make the following announcement:

***“In the event of an emergency, we will be under the control of Bourne Hall staff. Whist we are waiting for Bourne Hall staff to attend, I will issue interim guidance”***

For reference interim guidance may cover:

- a) Reminder of Emergency Exits
- b) Reminder of Assembly Point location
- c) Actions when discovering a fire
- d) Instructions for when building fire alarm sounds
- e) Accident and injury reporting

### 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
2.0	Updated formatting	11/10/2021
3.0	Wording amended, minor modifications to layout	28/10/2024