



# Hurst, Hassocks and Ditchling



<b>Document Type:</b>	Risk Assessment Checklist	
<b>This Document:</b>	Venue Risk Assessment Checklist – General	v2.0 Oct. '24
<b>Purpose &amp; Scope:</b>	Assess risks associated with use of community halls, rooms, kitchens and associated areas by HHD u3a members for large or small meetings or group activities.	
<b>Issued by:</b>	HHD u3a Executive Committee	Review: Oct. '26

<b>This Venue:</b>			
<b>Area of Risk</b>	<b>Type of Risk Considered</b>	<b>Mitigation Measures in Place?</b>	<b>Check on Date:</b>
<b>Car Park &amp; Exterior Walkways</b>	Car Park potholes and slip hazards.	Issues? Alert users & report to facility manager.	
	Unlit or low lit for evening use.	Adequate exterior lighting?	
	Difficult access for emergency vehicles.	Entrance close to public road or kept clear of parked vehicles?	
	Paths, steps & ramps to & from the hall.	Free of slip hazards and well lit?	
<b>Building Access &amp; Security</b>	Access for wheelchairs & limited mobility users obstructed by steps and high thresholds.	Level floors across all entry & exit points?	
	Unwanted visitors.	Check for other occupants on first entry?	
		Attendees recognised or asked for u3a id?	
		Unused rooms kept locked?	
Low lighting level for safe use, entry and exit.	Adequate lighting in hired room and common areas?		
<b>Building Internal Areas &amp; Equipment</b>	Internal flights of steps & stairs.	Lifts, elevators, stair lifts available and serviceable?	
		If not, attendees alerted beforehand?	
	Wet weather slip hazards.	Absorbent matting in lobby area?	
	Temporary storage or 'clutter' in corridors.	Corridors kept clear?	
	Trip & electrical hazards from trailing cables.	Trailing cables absent or secured with trip guard?	

	Hazards from fixed or portable electrical, gas or other equipment.	Regular inspection & test labels on equipment?	
		Equipment instructions in the kitchen?	
		Guides available for use of other equipment e.g. audio-visual?	
	Hirers own equipment brought to venue.	Equipment has been tested?	
	Toilet areas inaccessible or unsuitable for limited mobility users.	Sufficiently wide & lockable door and spacious interior?	
	Minor personal injury.	First Aid box available?	
<b>Fire Safety</b>	Accidental or deliberate fires in any areas.	Fire-fighting equipment available and tested (labels)?	
		Emergency lighting, illuminated fire exit signs, and direction signs?	
		Designated assembly point away from the building?	
		Evacuation routes and assembly points indicated by hirer at the beginning of meetings?	
<b>Other</b>	Additional Risks of <b>this Venue</b> - Record here:	What risk reduction measures are you using? Record here:	
<b>HHD u3a Activities at this Venue:</b>	Record here on the date of this Check:		
<b>Any Risks associated with those HHD u3a Activities</b>	Record here if any:	What risk reduction measures are you using? Record here:	