

a Name: The George, Wetherspoons
 George St, HAINESHAM Date: 7/11/24
 me of person completing risk assessment checklist: Sandra Neville
 erest Group: Scrabble
 scription of Activity: Sat at tables in pub
 playing Scrabble (board word game)

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?	✓			
	Has a register of members in attendance been taken for fire safety reasons?	✓			
Critical	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?	✓			
Fire Safety	Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?	✓			
	Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?	✓			
	Is there a working smoke alarm?	✓			
	Is there a working carbon monoxide alarm?	✓			
	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)?	✓			
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?	✓			
Equipment	Do you have a lockable and secure area to store u3a equipment, if applicable?				N/A
Wellbeing	Are refreshments available to members? (e.g., water, tea)	✓			
	Is there a first aid box that is checked regularly and has been stocked?	✓			

er identified risks:	What will you do to mitigate these risks?

Note

Scrabble is played at 3 reserved tables
accesses by 4 steps (with banisters)
either side. In the event of a fire
at bottom of stairs then there is an
exit through the kitchen on the same
level which leads out to the road.

Also, should a u3a member not be able
to climb the 4 stairs/steps then we would
be allowed to play on a table on ground level.

u3a	Venue-based risk assessment checklist	The Third Age Trust
Version	Description of changes	Date
1.0	Original checklist	12.09.2022