



VENUE-BASED RISK ASSESSMENT CHECKLIST

u3a Name: Driffield & Wolds	Date: 1.1.25
Name of person completing risk assessment checklist: Ann Wilkinson Group Support on behalf of Group Leader	
Interest Group: Table Tennis (Current Leader Melanie Campbell)	
Description of Activity: Group meets three evenings per month on Wednesdays to play Table Tennis in the Driffield Community Centre 7 pm - 9 pm	

This checklist is to help in the planning for a venue-based activity, such as a community hall. This isn't an exhaustive list, so think carefully about any specific risks you may encounter. It is likely that you will need to add to this risk assessment checklist. This form can (and should) be altered to suit specific activity requirements.

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?	X			Chairs around the outside of the hall and two or three full size table tennis tables set out in the large hall
	Are floor surfaces in good condition to prevent slips, trips, and falls?	X			Floor surfaces regularly maintained and cleaned and swept by Community Staff
	Are all walkways kept clear and free from obstruction?	X			
	Are there enough seats for all members in attendance?	X			Members sat around side of the hall not near the playing tables
	Has a register of members in attendance been taken for fire safety reasons?	X			Regularly
Electrical	Have you made sure there are no trailing leads or cables?			X	No electric points needed in the Hall.





	Is the use of socket adapters (e.g., extension leads) per socket kept to an absolute minimum to prevent overloading?			X	
	Have all cables been inspected to ensure they are intact and safe for use?			X	All electrics maintained and tested regularly by electricians employed by Community Centre
	If the venue requires PAT testing, has equipment been PAT tested?	X			Kitchen equipment PAT tested by community centre
Fire Safety	Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?	X			
	Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?	X			There are at least 5 sets of fire doors in the building. Members to use either of 2 doors and congregate outside on the front car park
	Is there a working smoke alarm?	X			
	Is there a working carbon monoxide alarm?	X			
	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)?	X			Usually multiple groups meeting on this site and all doors and fire doors closed to mitigate sound issues
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?	X			Wheelchair situated in disabled toilet to help evacuate less abled members if needed
Equipment	Do you have a lockable and secure area to store u3a equipment, if applicable?	X			Locked store cupboard
Wellbeing	Are refreshments available to members? (e.g., water, tea)	X			Located in kitchen - but served in the Hall itself - away from the playing tables.
	Is there a first aid box that is checked regularly and has been stocked?	X			On site

Other identified risks:	What will you do to mitigate these risks?
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Slips Trips and Falls	<p><u>Ensure all players have sensible indoor shoes with no slip soles for playing</u></p> <p>Ensure up to four players only are round the table to play at any time</p> <p><u>Ensure Floor surface is non slippy - check with caretaker if necessary</u></p>
Any Sustained Injuries while playing Table Tennis	<p>To offer first aid assistance if necessary</p> <p>To call an ambulance if necessary</p> <p>To offer a lift home if necessary</p> <p>To complete an Incident form</p>
Signing in/Out sheet/ Caretaking members	Register or signing in sheet available to make sure where members are at any given time. To ensure all members are off the premises at the finish of the session
To be proactive	TO ensure all equipment is up to date and in good working order. To prevent any injuries. To ask members to wear sensible shoes and clothes for playing table tennis.
Possible injuries from hot refreshments	To ensure any hot drinks / refreshments are inhibited away from the playing tables in the interval

u3a	Venue Based Risk Assessment Checklist		The Third Age Trust
Version	Description of changes	Date of change	Review date
1.0	Original Checklist	12.09.2022	12.09.2023



