



FORM RA02

VENUE-BASED RISK ASSESSMENT CHECKLIST

u3a Name: NORTH NORFOLK	Date: 09/02/2026
Name of person completing risk assessment checklist: Martin Whitehouse	
Interest Group: Music Appreciation Group	
Description of Activity and Location: Members of NNU3A gather on a monthly basis at Bodham Village Hall (BVH) to listen to and discuss all aspects of music. Bodham Village Hall is administered by Bodham Parish Council.	

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?	Yes			The activity takes place in the main hall
	Is the venue safely accessible for all your members?	Yes			Yes via the main entrance. A slope up to the level of the entrance exists for individuals who are infirm.
	Are floor surfaces in good condition to prevent slips, trips, and falls?	Yes			Yes. Floor surfaces are checked monthly by the BVH administrators
	Are all walkways kept clear and free from obstruction?	Yes			Yes. These are regularly checked by BVH administrators
	Are there enough seats for all members in attendance?	Yes			
	Has a register of members in attendance been taken for fire safety reasons?		No		A register will now be kept by the Group Contact





Electrical	Have you made sure there are no trailing leads or cables?		No		Trailing cables exist from CD player to both speakers and from CD player to electrical socket. This is unavoidable however risk is minimized by locating cables under a chair to prevent any trip risk.
	Is the use of socket adapters (e.g., extension leads) per socket kept to an absolute minimum to prevent overloading?	Yes			One only socket is used for one electrical device (CD Player)
	Have all cables been inspected to ensure they are intact and safe for use?	Yes			
	If the venue requires PAT testing, has equipment been PAT tested?	Yes			BVH administrators arrange for regular PAT testing of electrical appliances. The next testing is scheduled for 2026.
Fire Safety	Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?	Yes			All fire exits are signed and checked monthly. They are kept clear at all times.
	Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?		No		Not recently. The Group Contact will remind all members that they should meet on the pavement opposite the gate to the car park in the event of fire.
	Is there a working smoke alarm?	Yes			A working smoke alarm is fitted and last updated December 2025
	Is there a working carbon monoxide alarm?			N/A	A carbon monoxide detector is not required. All heating is derived from Solar Panels. No carbon fuels are combusted on site.
	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)?	Yes			All fire exits are signed and checked monthly. They are kept clear at all times
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?	Yes			Several members suffer hearing impairments. The Group Contact will ensure they are informed of any need to evacuate the building. We have no wheelchair users at the time of completing this assessment. Members who have difficulty walking at speed will be assisted by other members of the group





	Have you seen the venue's Fire Policy and Emergency procedure?	Yes			
Equipment	Do you have a lockable and secure area to store u3a equipment, if applicable?	Yes			Exclusive use of lockable cupboard in a side room as agreed with Bodham Parish Council
Wellbeing	Are refreshments available to members? (e.g., water, tea)	Yes			Kitchen facilities are available at the hall in a separate room adjacent to the main hall area. One of our members has responsibility for making tea and coffee during the meeting.
	Is there a first aid box that is checked regularly and has been stocked?	Yes			There is an up-to-date First Aid box in the small committee room, checked regularly.

Other identified risks:	What will you do to mitigate these risks?
Is there any asbestos present in the building?	BVH administrators have an up-to-date Asbestos report, displayed in the hall. There is asbetos present, but only in the glue that the tiles are stuck down with. We inspect these every month for damage.



u3a learn,
laugh,
live

