

## Aughton & Ormskirk u3a

### Premises Safety Checklist

This checklist is to be completed by (or on behalf of) Group Support prior to any premises, new to u3a, being hired, and at three yearly intervals after that. Completed forms are retained by the Management Committee's H&S representative (healthsafety@aou3a.uk).

Name of venue			
Address			
Checks completed by			
Date completed		Next review date	
Groups using premises (attach list if required)			
<b>CONDITIONS AT THE PREMISES</b>			<b>Y</b>
			<b>N</b>
Is the access suitable for the group(s) attending the activity?			
Is wheelchair access available?			
Is the approach and entrance free of trip hazards?			
Is there adequate means of escape available in case of emergency, without the use of keys or other devices? Are Security bolts and locks removed/opened when occupied?			
Are there appropriate exit signs?			
Is there a working fire alarm, or other warning system? (See notes below)			
Is their emergency lighting if required (e.g. after dark use)? (See notes below)			
Is there a designated assembly point, where is it?			
Is there an emergency procedure, are notices provided?			
Can u3a attendees safely lay out and restack tables and seating and equipment?			
If food is to be provided, is the preparation area clean, hygienic, and adequate?			
Does electrical equipment appear to be in good repair and maintained?			
Are toilet facilities for able bodied and disabled adequate and accessible, with supplies?			
Is a first aid kit available with adequate contents?			
Is an Accident Record Book available?			
Is the venue large enough for the expected numbers? (See notes below)			
Are the premises controlled by regulations? E.g. Licensing Act. Places of Assembly rules.			
If a defibrillator is present, is it checked regularly?			
Are fire extinguishers provided and unobstructed?			
Any other comments			
<p>Notes. Emergency/fire alarm can be anything that can be heard throughout the premises.          A small red or green LED in the light fittings can identify emergency lighting.          The capacity of a room is a matter judgement; it may be set by the formal Risk Assessment.</p>			