



VENUE-BASED MEETING CHECKLIST

Saxon Shore u3a	Date: 30 April 2026
Name of person completing the checklist: Saxon Shore u3a Committee	
Interest Group: Monthly Meeting at Swalecliffe Community Centre	
Description of Activity: A gathering of Saxon Shore members, to sit, listen and participate in meetings. Meet and socialise with other members.	

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 Venue-based 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.

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?	Y			
Are floor surfaces in good condition to prevent slips, trips, and falls?	Y			
Are all walkways kept clear and free from obstruction?	Y			
Are there enough seats for all members in attendance?	Y			149 chairs are available for use.
Has a register of members in attendance been taken for fire safety reasons?	Y			Members will be reminded verbally, at the beginning of the meeting, on the screen notice and in the Newsletter. The venue has a number of exits from both halls and is fire rated for 225 people. The venue also has its own Fire Marshalls. Committee members to act as Fire Marshalls where appropriate. Committee



				members using the small hall will check the adjacent toilets and kitchen. Committee members in the large hall will check stage and entrance toilets.
Electrical	Yes	No	N/A	
Have you made sure there are no trailing leads or cables?	Y			Cables to projector and sound system are covered by a cable protector. Trip hazard signs are also display around projector and speakers.
Is the use of socket adapters (e.g., extension leads) per socket kept to an absolute minimum to prevent overloading?	Y			
Have all cables been inspected to ensure they are intact and safe for use?	Y			
If the venue requires PAT testing, has equipment been PAT tested?			X	The venue was PAT tested 17/10/25 and renewal be on 17/10/26. There is no requirement for our equipment to be tested. Please see email below.
Fire Safety				
Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?	Y			The hall has its own fire procedures printed and displayed on the walls.
Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?	Y			Members are verbally reminded at the beginning of each meeting as well as on the notice displayed on the screen
Is there a working smoke alarm?	Y			Date Inspected: 27/6/25
Is there a working carbon monoxide alarm?	Y			Heat sensor - Date Inspected: 27/6/25 23/4/26 Carbon Monoxide detectors purchased by venue and installed <ul style="list-style-type: none"> • Ladies' toilet near small hall • Gents Toilet in entrance • Basement 30/4/26 Carbon monoxide detector purchased by Saxon Shore for use in kitchen if gas hob used (not a statutory requirement).
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)?	Y			



Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?	Y			The venue is on one level with multiple exits close to the seating area. The Committee are aware to assist where it is safe and appropriate to do so.
Equipment				
Do you have a lockable and secure area to store u3a equipment, if applicable?	Y			
Wellbeing				
Are refreshments available to members? (e.g., water, tea)	Y			
Is there a first aid box that is checked regularly and has been stocked?	Y			First aid box is in the kitchen Re-stocked Feb 2026 Defibrillator available in hall entrance

Other identified risks:	What will you do to mitigate these risks?
Scalding from the hot water urn	Before emptying the hot water urn, it is to be positioned with spout over the sink
Spillage of hot drinks causing injury and slip hazards	Hot drinks are served from the cafeteria, with the milk and sugar located in a dedicated area. Chairs are delayed from being cleared until after refreshments
Food Allergies	Food Allergy notice placed on serving area
Kitchen Hygiene	Kitchen surfaces are inspected for cleanliness prior to use. If non u3a crockery used, this is also assessed for cleanliness and washed prior to use. Clean tea towels are provided for each meeting.
Ovens and Hobs	PPE equipment is provided by the venue. There is a lighter for the gas hob, as well as oven gloves. A fire blanket and fire extinguisher are close to the oven and hob. First Aid box available in the kitchen.
Injury from moving tables and chairs	Guidelines are to be given to all volunteer handlers

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Version	Description of changes	Date of change	Review date
1.0	Updated Checklist based on Third Age Trust version 12 Sep 2022	23 Apr 2025	As required