

Internal Risk Assessment Checklist

Lanark & District U3A	
Interest Group	
Date	Activity Leader
Location of Activity	

Hazard	Yes	No	N/A	Comments
1	Is the access suitable for the group attending the activity especially anybody with limited mobility?			
2	Is wheelchair access adequate?			
3	Is the area free from obstructions & trip hazards?			
4	Are there adequate means of escape in an emergency?			
5	Are there appropriate direction signs to aid escape?			
6	Is there a Fire Alarm?			
7	Is there Emergency Lighting?			
8	Is there a designated assembly point? Where is it?			
9	Is there an emergency procedure for the building? Do you have a copy?			
10	Is seating always laid out?			
	Is it a U3A responsibility before and after the activity to lay out seating			
11	Is there a kitchen?			
	Is the kitchen adequate and hygienic?			
	Are food safe cleaning materials available?			
	Has the kettle been visually safety checked?			
12	Are the toilet facilities adequate & accessible?			
13	Is equipment being brought to the venue?			
	Has it been checked?			
14	Is there a First Aid box and if so where is it located?			
15	Does it have a sound system with an induction loop?			
16	Other (define)			
Additional information:				

Signed	Dated
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Please keep this risk assessment in your Group Leader's folder