

WEST WOLDS U3A RISK ASSESSMENT (public venue)

Group Name:	Group Leader: (GL)
Description of group activity:	Name of venue for activity

GUIDANCE: For all activities, GL's needs to submit a Risk Assessment (RA) listing Hazards and Risks (H&R) to be advised to members both before and during their activity. In addition, they should, state wherever possible, action to take to mitigate risk. **For Public venues:** GLs are advised to review a venue's own RA, whenever available, stating any possible action to mitigate risk. They should also ensure that members attending are aware of fire/evacuation procedures. Depending upon the requirements of the activity, it may be worthwhile to consider H&R involved in **(I) setting up at start of meeting (ii) running the meeting (iii) packing up at end of meeting**

Please identify hazards and risks to be advised to members:	Wherever possible, state what action can be taken to mitigate identified risks

Date completed:	Signature (GL):
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