MADELEY & DISTRICT u3a

INDOOR MADELEY CENTRE MEETINGS & ACTIVITES - RISK ASSESSMENT

THE IDENTIFIED RISKS 1-12 HAVE BEEN ASSESSED AGAINST THE MADELEY CENTRE FACILITIES - TO BE NOTED BY ACTIVITY GROUP COORDINATORS.

GROUP COORDINATORS TO ACTION AND CONFIRM 12-15.

Issue	Risk Assessment Checklist	Yes	No	N/A
1	Is the access suitable for the group attending the activity especially anyone with limited mobility?	Y		
2	Is wheelchair access adequate?	Y		
3	Is the area free from obstructions and trip hazards?	Y		
4	Are there adequate means of emergency escape?	Y		
5	Are there appropriate exit signs?	Y		
6	Is there a fire alarm?	Y		
7	Is there emergency lighting?	Y		
8	Where is the designated assembly point? **Front car park, far end.**	Y		
9	Is there an emergency procedure for the building? **Managed by MC office staff.**	Y		
10	Are the toilet facilities adequate and accessible?	Y		
11	Is there a First Aid Box? **On the wall outside the Centre Managers office. Defibrillator on wall outside entrance.**	Y		
	For Group Coordinators to action			
12	**All U3A equipment used must be fit for purpose and stored safely and securely.**	Y		
13	**Ensure all members understand that they should withdraw from attending any activity if they have any health concerns which will hinder participation, or which could also be transmitted to other members.**	Y		
14	**You should maintain a register of attendees.**	Y		
15	**Madeley Centre requires, for every session, all GC's to sign register in MC reception to confirm booked room/area is in use.**	Y		
	Note: - All Group Coordinators should acquaint themselves with the location and use of the First Aid Box, defibrillator, the emergency exit and the assembly point in case of emergency at the far end of the front car park. Group Coordinators will be advised of any changes to building management arrangements asap, as they arise.	Y		

Group Coordinator – Name...WENDY KINSON..... **Activity -** POETRY GROUP

Signature.....Wendy F. Kinson..... **Date**.....5.11.26.....

You should forward a copy of this completed form to the Madeley U3A Committee member responsible for Governance, retaining a copy for yourself.