

## Wadhurst U3A

Event Health and Safety Risk Assessment Form – to be completed before each event.

Event Name	U3A Monthly Meeting	Date		Time	14:30
Location	Wadhurst Commemoration Hall	Responsible Person		Safety Instructions at start of event.	

Identify hazards and checks required and tick the boxes applicable

Potential Hazard	Location/Task	Checks required	Checks Made
Fire	Emergency Hall contacts in event of fire  Jemma Pantrey 07428 748625	Post Code Notice Visible. Fire exits not locked  Fire exits clear inside and out  Clear routes to fire exits  Position of Fire Extinguishers noted.  Number in attendance ideally with names from mem.sec  Venue capacity not exceeded  One identifiable steward with torch per 100 people	
Slips and trips	Where?	Can they be removed?  If not, are they clearly marked?	
Manual Handling	Moving Tables and Chairs	Appropriate personnel – instruction given if necessary.	
Electrical Equipment	Extension leads  In Projection Gallery and on stage  In Kitchen	Safely positioned and covered where necessary  Safe connections for sound system  Safe use of water heaters	

Health of those attending	Fall/Collapse of a person Heart attack Choking Burns, Scalds & spillages in kitchen  Hearing	Fully equipped first aid kit on site  Trained first aider on site.  Hearing Loop On.	
Seating arrangements	Chairs  Wheel Chairs	Chairs not blocking emergency exits  Wide central aisle the length of the hall  Maximum 4 persons in wheel chairs to be positioned at rear of hall adjacent to main exit	
Toilet facilities		Clean and with paper available	
Hall Safety briefing	Windows To be given at start of meeting/event	Emergency exits Assembly point – <i>Car Park at front of hall</i> What to do if fire discovered – <i>Follow stewards' instructions</i>	