

Sheffield u3a

Risk Assessment/Checklist for Groups Using The Florentine on Fulwood Rd.

The group co-ordinator should ensure that all group members and any new members receive a copy of this Risk Assessment. Membership of the group is dependent on the acceptance of the Risk Assessment. In particular attention should be drawn to the Fire procedure and emergency exits.

The Risk Assessment/Checklist should be reviewed from time to time but particularly if an incident or accident occurs even if no injury occurs.

Any incidents or accidents should be reported straightaway using the Incident Report Form on Su3a website.

Group Name:

Organisers Name:

Venue: **The Florentine, Fulwood Rd**

Date: **August 2025**

Organisers should ensure that the chosen venue for group meetings is safe and accessible for all members. All group members must be made aware of any requirements of the venue management.	
Group Members Personal Responsibility Group members must comply with the requirements of the group risk assessment. Existing and potential group members should consider their own health and well being before deciding whether to take part in any group activity. All group members should make themselves aware of the Florentines fire exits.	

Potential Risks – Slips, trips, falls, FIRE, Infection

Whilst the venue will be under the direct control of the proprietors there are certain things which are within the group's control.	
1. Group coordinator should visit any prospective venue to ensure that it is a safe and suitable environment for the meeting. Particular regard should be had to access generally and toilet facilities specifically. Group members should be warned of steep steps or any other potential hazard though it would be better to avoid such a venue if possible.	
2. In the event of fire, group members should follow the venue's fire procedures and evacuate the building by the nearest fire exit. Group members should not leave the site until they have notified the group coordinator that they are out of the building. Mustering point for the Florentine is the bottom car park by the tree.	

