



Venue Risk Assessment

Venue Information			
Venue Name		Venue Manager	
Venue Address		Telephone No.	
Names of First Aiders		Location of Fire Extinguishers	
Location of Assembly Point		Date of Last Risk Assessment	
Full Disability Access?	Yes No		

Policy and Procedures – do you have?	Y/N	Location
COVID-19 Risk Assessment		
Health and Safety Policy		
Fire Risk Assessment		
Evacuation Procedures		
Accident Reporting Procedures		
Employees & Public Liability Insurance		
Accident Reporting Forms		
COSHH Register		
Records of Fire Evacuation Drills		

Declaration			
Venue Contact Name		Signature	
Date			

Please keep a completed and up to date copy in your tutor file