



# YOUNG ARCHAEOLOGISTS' CLUB

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## REGULAR VENUE ASSESSMENT

Your branch's regular venue should be assessed annually, with a copy of the assessment sent to YAC HQ.

This form, containing different sections, has been created to help you undertake this assessment. It has been designed to cover several different types of venues so there may be sections or questions that are not relevant to your branch's venue.

When answering the questions, there may be times where something is the venue owner's responsibility to implement (e.g. fire alarm servicing and maintenance), although it is up to the YAC leaders and volunteers to check that procedures are in place, the responsibility of the YAC leaders and volunteers (e.g. YAC equipment) or a mixture of both (e.g. venue/session accessibility).

Branch Name:		Person undertaking this risk assessment:	
Date of Assessment:		Date to be reviewed:	
Full Address of Venue:			



What type of venue is it?	Own space <input type="checkbox"/>	Hired space <input type="checkbox"/>	Sole use <input type="checkbox"/>	Shared use <input type="checkbox"/>	

#### ACCESS AND SECURITY

Area of note	Yes	No	N/A	Current controls	Potential additional controls	Person responsible
Are entrances and exits well maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are safe routes available for pedestrians? E.g. pathways in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input checked="" type="checkbox"/>
Is the venue accessible for all volunteers, members, and visitors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are there adequate car parking facilities available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input checked="" type="checkbox"/>



Are there named key holders for the venue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Do you know who is on the premises at any point in time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Have you got a signing in and out procedure in place for volunteers, members, and visitors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Is there a system in place to limit access of unknown adults to your YAC session?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Is there good lighting throughout the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Is CCTV in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input checked="" type="checkbox"/>
If CCTV is in use, are good management practices and signage in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input checked="" type="checkbox"/>



Are there any parts of the premises that are out of bounds/derelict/hidden away?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Do you have sole use of the venue during YAC sessions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are there places where personal belongings can be stored securely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are YAC owned equipment and materials stored securely in the venue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>



## EMERGENCY EVACUATION

Area of note	Yes	No	N/A	Current controls	Potential additional controls	Person responsible
Are fire exit routes kept clear, accessible and clearly signed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Is there a designated evacuation point that is accessible and clearly signed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Do you have an emergency procedure in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Does everyone know what to do in an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are personal evacuation plans in place for volunteers, members or visitors who may need additional assistance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>



## FIRE SAFETY

Area of note	Yes	No	N/A	Current controls	Potential additional controls	Person responsible
Are fire alarms installed, in good working order and serviced annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input checked="" type="checkbox"/>
Are smoke detectors & CO monitors in good working order & tested regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input checked="" type="checkbox"/>
Are call points installed, in good working order and a testing procedure in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input checked="" type="checkbox"/>
Do all YAC attendees know how to raise the alarm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Is emergency lighting installed and in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input checked="" type="checkbox"/>
Are fire extinguishers in place, in good working order and serviced annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are fire blankets in place, in good working order and serviced annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Area of note	Yes	No	N/A	Current controls	Potential additional controls	Person responsible
Are fire doors installed, in good working order and not propped open?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input checked="" type="checkbox"/>



Are furniture, furnishing and other materials kept clear of heat sources (e.g. radiators)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are open fires used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
If open fires are used:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• is it in a designated area? • Is it supervised at all times? • Does everyone know how to behave around the fire? • Are there no branches or other flammable materials overhanging or close to the open fire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Are flammable materials and fuels stored at the venue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
If flammable materials and fuels are stored here, are they stored in designated, secure and tidy areas and, where applicable, as regulated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			



## GAS SAFETY

Area of note	Yes	No	N/A	Current controls	Potential additional controls	Person responsible
Have the gas boilers and gas appliances been serviced within the last 12 months by a gas engineer listed on the 'Gas Safe Register'?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input checked="" type="checkbox"/>
Are all combustible materials kept clear of gas burning appliances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>

## ELECTRICAL SAFETY

Area of note	Yes	No	N/A	Current controls	Potential additional controls	Person responsible
Has the electrical wiring been tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input checked="" type="checkbox"/>
Have the electrical appliances been inspected or PAT tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Do all YAC Leaders and volunteers know what to look for during a visual inspection of electrical equipment before use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Have you carried out a visual inspection of the general condition of all electrical equipment, extension leads, plugs and sockets before use?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>



Are flexible cables (extension leads) kept to a minimum and routed to avoid damage to the cables?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/>
						Venue landlord <input type="checkbox"/>

## WATER SAFETY

Area of note	Yes	No	N/A	Current controls	Potential additional controls	Person responsible
Is drinking water available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are hand washing facilities available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Is a Legionella management plan in place? If yes, are the following completed? • Weekly flushing of taps • Monthly temperature checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		YAC Leader <input type="checkbox"/> Venue landlord <input checked="" type="checkbox"/>



## HOUSEKEEPING / CLEANLINESS

Area of note	Yes	No	N/A	Current controls	Potential additional controls	Person responsible
Are the stairways, corridors and doorways kept clear of obstructions, combustible materials, tripping and slipping hazards at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are external stairways in good, clean condition i.e. are they regularly maintained to avoid slipping hazards such as algae, moss, leaves or ice and are fitted with non-slip material to the treads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are toilets available, accessible and maintained in a good, clean condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are food preparation/kitchen areas available, accessible and maintained in a good, clean condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Is the venue kept tidy, clean and free from waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are YAC volunteers aware of waste disposal procedures and where cleaning supplies are stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are there any concerns over the presence of pests and/or vermin?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are materials and equipment stored safely and appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>



Are cleaning chemicals stored safely and appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/>
Are there any significant risks from equipment, materials, items and/or locations that could cause trips, slips or falls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>

#### FURNITURE, EQUIPMENT & MATERIALS

Area of note	Yes	No	N/A	Current controls	Potential additional controls	Person responsible
Is there an inventory of YAC equipment & materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Is equipment regularly checked /serviced for safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Does any of the equipment require external inspections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Does any furniture or heavy equipment and materials require regular moving/setting up?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are equipment and materials stored safely and appropriately?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are there any equipment or materials which contain chemicals? If yes,						



<ul style="list-style-type: none"> <li>• are they stored securely?</li> <li>• do volunteers, members and visitors know how to use them safely?</li> <li>• do volunteers know what to do in an emergency?</li> </ul>					
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## OUTDOOR AREAS

Area of note	Yes	No	N/A	Current controls	Potential additional controls	Person responsible
Are natural pathways well maintained and clear to prevent slips, trips and falls?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are the trees in a managed state so as not to encroach or cause risk to roads, pathways or buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Area of note	Yes	No	N/A	Current controls	Potential additional controls	Person responsible
Is there a safety management plan for the site (e.g. tree surveys, pond maintenance)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Are there any known areas of contamination (e.g. historic waste dumps)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Is shelter available in inclement or extreme weather? (e.g. a rain shelter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
Is shade available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/>



										Venue landlord <input type="checkbox"/>	
Are there any open water bodies at your venue? If yes,				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					YAC Leader <input type="checkbox"/>
Is it a:				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					Venue landlord <input type="checkbox"/>
<ul style="list-style-type: none"><li>• A fountain</li><li>• A pond</li><li>• A stream / river</li></ul>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Is it:				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<ul style="list-style-type: none"><li>• Well maintained, with a management plan?</li></ul>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Does it have:				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<ul style="list-style-type: none"><li>• Clear boundaries and signage?</li><li>• Clear access procedures (e.g. supervision and activity plans) for use?</li><li>• Safety equipment (e.g. life rings)?</li></ul>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					



#### ANY OTHER AREAS OF NOTE RELEVANT TO YOUR BRANCH'S REGULAR VENUE?

Area of note	Yes	No	N/A	Current controls	Potential additional controls	Person responsible
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			YAC Leader <input type="checkbox"/> Venue landlord <input type="checkbox"/>



ANY OTHER COMMENTS / NOTES

A large, empty rectangular box with a yellow border, intended for handwritten notes or comments.