

Venue Checklist (Day of Use)

WELWYN/HATFIELD U3A	
Interest Group	
Venue	Location/Postcode
Description of Activity	

		Date:	/ /	/ /	/ /	/ /	/ /
Check		Yes (✓)	Yes (✓)	Yes (✓)	Yes (✓)	Yes (✓)	Yes (✓)
1	Emergency Exits unobstructed						
2	Emergency Exits unlocked						
3	Fire Extinguishers in place						
4	Toilet facilities open, clean, paper available etc						
5	Walkways free from trip hazards						
6	Kitchen facilities accessible & clean						
7	Kettle leads in good condition, free from wear and fraying, plug securely attached						
8	Refreshment items available						
9	First Aid equipment accessible						
10	Safety Briefing given <ul style="list-style-type: none"> a. Emergency exits b. Assembly point c. What to do if fire discovered d. What to do if the alarm sounds e. Accident / injury reporting f. Toilet and washing facility location 						
11	Other (specify)						
12	Other (specify)						