

Venue Checklist (Day of Use)

Eastwood & District U3A	
Interest Group	
Date	Location
Description of Activity	

Check*	Yes(✓)	Comment
1 Emergency Exits unobstructed		
2 Emergency Exits unlocked		
3 Walkways free from trip hazards e.g. furniture, worn carpets, spillages of food and drink		
4 Trailing cables secured against slips, trips and falls, where necessary by approved hazard warning tape,		
5 First Aid equipment accessible		
6 Toilet facilities accessible and clean		
7 Kitchen facilities accessible and clean		
8 Kettle/boiler leads in good condition, free from wear and fraying; plug securely attached		
9 Safety Briefing given: <ul style="list-style-type: none"> – Emergency exits – Assembly point – What to do if fire discovered – What to do if the alarm sounds – Accident/injury reporting – Toilet and washing facility location 		
10 Heating/ventilation/lighting adequate		
11 Maximum capacity not exceeded		(Max capacity)
12 Other (specify)		
13 Other (specify)		

***Confirm on Group Attendance Register that these checks have been visually undertaken and safety briefing given. If there are any problems and/or changes please complete a new Venue Checklist and inform the Group Coordinator.**

Notes

Signed	Date
---------------	-------------