Book club No 4

	Check with venue management to ensure all fire alarm systems are operational	✓			
	Are venue management contact details available?	✓			Direct line 0121 464 6779
Wellbeing	Are refreshments available to members? (e.g., water, tea)	✓			
	Is there a first aid box that is checked regularly and has been stocked?	✓			
	Have members been informed of sanitary arrangements?	✓			