

## Venue Checklist

<b>u3a</b>	<b>Collingham &amp; District</b>
Group Name	
Group Leader	
Venue	
Date	

Group Leaders are responsible for checking the following when using a venue on a regular basis. They may delegate this activity to another member of the Group.

1.	Emergency exits unlocked	
2.	Emergency exits unobstructed	
3.	Fire extinguishers in place	
4.	First aid equipment accessible	
5.	Toilet facilities open, clean, paper available etc.	
6.	Walkways free from trip hazards	
7.	Kitchen facilities accessible and clean	
8.	Kettle leads in good condition, free from wear and fraying, plug securely attached	
9.	Equipment for refreshments available e.g. cups, saucers, plates	

### Safety Briefing

Please make sure all members of your Group have the following information. The briefing should be done on a regular basis and especially when there are new members or visitors present.

- a. Location of Emergency Exits
- b. Assembly Point
- c. Location of toilets
- d. What to do if a fire is discovered
- e. What to do if the alarm sounds
- f. How to report an accident or injury