

SALTBURN DISTRICT U3A

VENUE CHECKLIST – DAY OF USE

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|--------------------------|--|
| U3A Interest Group: | |
| Location: | |
| Date: | |
| Description of Activity: | |

| CHECK | | Yes (v) |
|--------------|--|----------------|
| 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 and clean | |
| 7 | Kettle leads in good condition, free from wear and fraying, plug securely attached | |
| 8 | Refreshment materials 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) | |

NOTES:

**PLEASE NOTIFY THE ROOM BOOKING COORDINATOR IF YOU HAVE
ANY CONCERNS ABOUT ANY OF THE ABOVE.**