

Saltburn District u3a VENUE CHECKLIST – DAY OF USE		
u3a Interest Group:		
Location:		
Date:		
Description of Activity:		

CHECK		Yes/No
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: 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.