

Woodhall Spa Venue Checklist (Day of Use)

Interest Group	Location/Postcode
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		Date											
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 & clean												
7	Kettle leads in good condition, free from wear and fraying, plug securely attached												
8	Refreshment items 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)												
12	Other (specify)												
		Initial											

Notes