

Wollaton u3a Checklist for day of meeting

Interest Group.....

Venue

Emergency exits unlocked												
Emergency exits unobstructed												
Adjustments made for those with disabilities												
Fire extinguishers in place												
Toilet facilities, open, clean, toilet paper etc												
Walkways free from trip hazards												
Kitchen facilities accessible and clean												
Kettle leads in good condition												
Refreshment items available and clean												
First Aid equipment accessible												
Safety briefing given: 1. Emergency exits 2. Assembly point for checking everyone has left the building 3. What to do if a fire is discovered 4. What to do if the alarm sounds 5. Location of toilets 6. How to report an accident or injury												
Checked by												

ADDITIONAL COMMENTS:

Month	
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	