












	Are all fire exits and escape routes accessible to the assembly point?
	Are the walkways clear and free from obstruction. Bags stored under chairs?
	Have all members been informed of the procedures in the event of an alarm and the location of the fire exits?
	Has the register been taken?
	Is the lighting adequate?
	Are the floor surfaces in good condition?
	Are all cables covered when crossing walkways?
	Have the cables and extension leads been checked visually and are in good condition?
	Are procedures in place to assist members who may need assistance?
	Is everyone aware of the location of the toilets and the kitchen facilities?
	Is a first aid kit available? Are the contents in date?
	Does everyone have their emergency contact numbers available?
	Does anyone have any food or other allergies that we need to be aware of?
	Is there any hazard specific to the activity that members need to be aware of?

Version	Description of changes	Date
H&S Checklist for Venue based Groups	Draft	22/09/24