

# Alnwick u3a Meeting Checklist (Day of Use)

<b>Interest Group</b>	
<b>Group Leader/Coordinator</b>	
<b>Date</b>	<b>Location</b> St Michael's Hall
<b>Description of Activity</b>	

<b>Check</b>	<b>Yes (✓)</b>
1 Emergency Exits unobstructed (internally and externally)	
2 Emergency Exits unlocked	
3 Fire Extinguishers in place	
4 Ramps (if required) in place and secure	
5 Walkways free from obstruction and trip hazards (i.e. electrical leads)	
6 First Aid equipment and Accident Book accessible	
7 Kitchen facilities accessible & clean	
8 Toilet facilities open, clean, paper available, etc.	
9 Safety Briefing given <ul style="list-style-type: none"> <li>a. Emergency exits</li> <li>b. Assembly point</li> <li>c. What to do if fire discovered</li> <li>d. What to do if the alarm sounds</li> <li>e. Accident / injury reporting</li> <li>f. Toilet and washing facility location</li> <li>g. Remind members only to help with chairs and tables if they are able</li> <li>h. ICE Card reminder</li> </ul>	
10 Other (specify)	
12 Other (specify)	

<b>Notes</b>
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<b>Signed</b>	<b>Dated</b>
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