

# Alnwick u3a Home Meeting Checklist (Day of Use)

<b>Interest Group</b>	
<b>Group Leader/Coordinator</b>	
<b>Date</b>	<b>Location</b>
<b>Description of Activity</b>	

<b>Check</b>	<b>Yes (✓)</b>
1 Room(s) to be used (including stairs and bathrooms) are cleared of all trip and slip hazards	
2 All pets should be kept in a separate room away from members – but it is the responsibility of members to advise of any allergies before the meeting.	
3 Check exits to ensure these are easily opened and accessible in case of fire.	
4 Only the host, or a member with the permission of the host, should use the kitchen and carry trays of drinks, etc.	
5 Advise members beforehand of any potential issues around parking.	
6 Other (specify)	
7 Other (specify)	

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