

Health and Safety Check list for Venues **explanatory notes.**

Venue name	<p><i>This Check List is a systematic method at looking at your group's activities to eliminate or reduce the risk to those taking part. This check list is for when you hire/rent/use a space from another party. If you own a venue you will need to use a more comprehensive version. Please contact CCVS for guidance.</i></p> <p><i>Completing check lists or risk assessments might seem like a chore, but they are very useful tools. They ensure that the venue is safe and suitable for your activity. They can also help with planning your activity or meeting, including appointing the people who will deal with any problems, and ensuring that they know what to do and who to contact in case of any emergencies or problems. This can save a lot of stress.</i></p> <p><i>They are also a way of reducing the liability of those organising the activities or events, ensuring that all that was 'reasonable and practical' was done to prevent accidents or damage.</i></p> <p><i>The notes below will give you some guidance when completing one of the blank forms.</i></p>
Name of person who did checks	
Date of check	
Venue address	
Contact person at venue	
Contact Tel.	
Contact address if different	
Contact e-mail	
Notes	<p><i>Disclaimer</i> <i>Every effort is made to ensure that the information provided in this and other CCVS documents is accurate and up to date, but no legal responsibility is accepted for any errors, omissions or misleading statements.</i></p>

Health and Safety Check		Comments
Is there Public Liability Insurance?	Y / N	Most venues will have their own public liability insurance which should cover your meeting. However if you are running an activity which involves movement or use of equipment you need to check that the activity is covered by their insurance.
Is there satisfactory maintenance and décor?	Y / N	Is the building well maintained, regularly cleaned and resupplied with the basics such as toilet rolls? Will people be comfortable and feel happy in their surroundings?
Is there suitable heating, lighting and ventilation?	Y / N	How will you adjust the temperature? Do the windows open easily and who will make sure they are closed at the end of your session? Is the thermostat OK to adjust and how is this done? Is the lighting adequate for the activity you are undertaking – where is it controlled from?
Is there suitable tables, chairs and furnishings?	Y / N	Are the chairs comfortable for the length of time people are seated? Do any of your members have special needs? Do the tables have sharp edges to be aware of? Is there enough space between chairs and tables for people to circulate?
Is there equipment for moving tables etc.?	Y / N	Back injuries from lifting are very common. To avoid this how will tables and chairs be moved? Is there equipment to aid moving furniture and will there be several people involved?
Is there adequate flooring for activities?	Y / N	If you are doing sports or dancing is the floor sprung? If you are doing craft does it need protection? If it is a polished floor does it have a suitable grip for people who may be using sticks or other equipment assisting their walking?
Are there safety arrangements. E.g. Fire exits, signage, extinguishers?	Y / N	Is there clear signage for fire exits, finding toilets and warning of changes in levels? Are there extinguishers by exit routes and different types for different types of fire? Are there instructions displayed about assembly points. Have you access to a telephone to contact the emergency services? Do you know the address and is there any other information needed to find the site.
Do the fire doors work easily?	Y / N	Check that the doors open easily and nothing is blocking them (ideally every time you use the venue). Check the exit route. Is it level or will your members need assistance? Where do you exit and where is the assembly point? In some venues, people who cannot use stairs are left in safe areas and the rescue services retrieve them – are there arrangements for this?
Is there a First Aid Box on site and is it big enough for the event?	Y / N	First aid boxes are designed to hold enough things for a set number of people. Modern boxes should state this number.

Is there an accident/incident book?	Y / N	The accident book should be available to record details of any accidents and be in the form of tear out pages to comply with data protection rules (maintaining confidentiality).
Has equipment been PAC tested? (Record last test date)	Y / N	PAC testing on equipment like water boilers etc. should happen regularly. This ensures they are safe to use and properly grounded to prevent shocks. Will people need any training to use them?
Are there any trip hazards?	Y / N	One of the most common accidents is a trip resulting in a fall. Check that the floors are level. Check that any minor steps are marked with visibility colours or warning signs and any cables run around the edges of the room. Where cables cross a walk space they should be covered.

Please Comment on:	Comment
Availability and cleanliness of toilets	Are there adequate toilet facilities for the number of people? Where can you get more toilet rolls or soap if required?
Security of building.	Who will unlock and lock up. Can you secure the venue if threatened? Who will you call if there are problems?
Outside of building including lighting and safety.	A well-lit venue is safer and will make people feel safer. It avoids trips on steps etc. and makes finding entrances easier.

Travel to site		Comments
Is there adequate parking?	Y / N	How many people will come by car or bike? Will parking be a problem and is there somewhere to lock up bikes?
Public transport services? What buses etc.	Y / N	What buses etc. run near the venue? Do you need to time the finish of your event with the last bus?
Is there a map or travel instructions available?	Y / N	Having a map or instructions on how to find the site will help new people or visitors.

Accessibility		Comments
Is the venue suitable for people with mobility and other disabilities?		
Are there steps/stairs?	Y / N	What will people have to negotiate to enter or leave the building? Are there hand rails or alternative routes?
Are there parking bays for disabled people?	Y / N	Are they clearly marked?
Is there a lift?	Y / N	How will disabled people be evacuated in an emergency without using the lift?
Are there ramps and are they fixed or movable?	Y / N	If movable do you know how to move it safely if required?
In there a hearing loop?	Y / N	Is it digital? Have you tested it?
Is there a disabled toilet?	Y / N	Does it have an alarm? Does it work? How do you reset it?
Other comments about accessibility.		

Our Activities		Comments
Do we need insurance for this activity?	Y / N	Have you checked the venues insurance to make sure your activity is covered?
Will you be using extension leads etc. How will we avoid trips etc.?	Y / N	
Will you be bringing any of your own equipment and is it PAC tested?	Y / N	
How will you move equipment and furniture safely?	Y / N	
Who will be the safety person at the event?	Name	