

Venue Checklist



Hazard	Y/N	If "No" what is required.	By When.	Action No.
Is the car park safe, well lit, and level.				
Is the premises access step free.				
Is suitable heating, lighting, and ventilation present.				
Public Liability Certificate displayed.				
Health and Safety Law Poster displayed.				
Health and Safety Policy Statement displayed.				
Is there an electrical test report.				
Is there a gas safety report.				
Are all electrical items safe (PAT Certificates).				
Is there a Legionella report completed.				
Is there a suitable lone working policy in place.				
Are all walkways clear and free from trip hazards.				
Are fire safety arrangements in place for safe egress and assembly.				

Hazard	Y/N	If "No" what is required.	By When.	Action No.
Has suitable and sufficient fire training been given.				
Do all fire doors operate correctly and are free of obstructions.				
Are PEEPS available if required (Personal Emergency Evacuation Plans for users with specific requirements or restrictions).				
Are there adequate toilet facilities.				
Is there an accessible toilet.				
Is there suitable hot and cold water.				
Suitable signs for hot water.				
Are there first aid arrangements in place including a first aid kit and accident book.				
Is movement around the building restricted.				
Is weather an issue, wet floors, high wind, etc.				
If food is being prepared on site are there suitable food safety hygiene and safety measures in place including hygiene certificates for those preparing food.				
Are security arrangements sufficient.				
Is the flooring suitable for intended activities.				
Phone accessible in event of emergency.				

