

Aughton & Ormskirk u3a

Group Leaders' Informal Premises Safety Check

This is an informal check to be carried out by Group Leaders each time they use premises for u3a activities. No formal record is required as these are routine and basic precautions.

Items (as applicable) to be checked at each use by Group Leaders
Emergency exits unlocked and unobstructed, security bolts and locks open or removed.
Fire extinguishers in place and unobstructed.
Toilets available and clean, with supplies.
First aid kit available.
Kitchen clean.
Electrical equipment in good condition and undamaged.
Area free of trip hazards.