



EVENT HEALTH AND SAFETY CHECKLIST

If you are hiring Weobley Village Hall it is your responsibility to make sure that the premises are safe to use for the purposes you intend. This checklist will help you to do this. Tick the box to confirm a check has been made.

Fire exits are unlocked and unobstructed	<input type="checkbox"/>
Fire exit signs are illuminated	<input type="checkbox"/>
Fire extinguishers are in place	<input type="checkbox"/>
Seating/staging is secure and properly installed	<input type="checkbox"/>
Seats are safely arranged and aisles clear	<input type="checkbox"/>
All cabling and wiring is taped down	<input type="checkbox"/>
All unnecessary equipment is cleared from the area to be used	<input type="checkbox"/>
Stewards have been identified and briefed on their responsibilities	<input type="checkbox"/>
Wheelchair access guests have an allocated steward	<input type="checkbox"/>
Instructions are provided to guests on the location of fire exits, and what to do in the case of fire, ie leave the building by the nearest exit, do not re-enter, assemble by the top right hand side of the car park until told otherwise	<input type="checkbox"/>
Covid 19	
Guidance is given to guests on the one in one out system for the toilets using vacant/engaged signage on doors, location of sanitizer dispensers, and use of track and trace QR code as appropriate	<input type="checkbox"/>