

TEESDALE DAY CLUBS
Form
Number F08-1 Issue 05

Health & Safety Venue Check Sheet

(To be completed before each session by Club Leader)

Club Venue:	Club Leader:	Year:
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<u>OBSERVATION</u>	<u>DATE OF CHECK</u> (enter Y / N for each question)				
Has anything at the venue changed since the last session that could possibly present a safety hazard?					
Is there any new equipment or furniture at the venue that could possibly present a safety hazard?					
Are there any hazards which need to be brought to the attention of staff, volunteers and members?					
Are all the entries, exits and emergency escape routes clear, unlocked and free of obstruction both internally and externally including venue related access routes?					
Has all portable electrical equipment been visually safety checked prior to use?					
Is there a working telephone available for use in emergencies?					
First aid box expiry dates checked					
Initials of Club Leader:					

Any identified hazards and remedial actions taken must be entered onto the attached report sheet.

The completed forms must be returned to the main office on a monthly basis.

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Report any identified hazards in the following table along with any remedial actions taken.

<u>Date</u>	<u>Hazard</u>	<u>Actions Taken</u>
Action taken by:		Completion Date:

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Action taken by:		Completion Date:

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