

EXAMPLE OF A CLIENT HEALTH AND SAFETY

# CHECKLIST FROM A VENUE

## ALL CLIENTS / GROUP LEADERS ARE REQUIRED TO COMPLETE THE FOLLOWING FORM

Client / Group Name / Class Name:

Contact Number:

- ☐ I have been shown the available fire escape routes and the location of the evacuation assembly point.
- ☐ I have been shown how to raise the alarm.
- ☐ I know how to contact reception.
- ☐ I have been instructed about the safe working practice with respect to the lift usage and will communicate these requirements to all class members. To prevent trips and falls on the stairs, I will ensure that equipment and materials (of a bulky or awkward nature) will be transported to and from the first floor using the lift (reception will be contacted for assistance).
- ☐ I have been briefed on the alarms that may sound and how to respond to these alarms.
- ☐ I will carry out a check on room(s) that I will be using prior to use and will contact reception should anything require attention before the room is occupied.
- ☐ I will brief all my visitors / members of my class / event on the building emergency response procedures. I will advise new members of these procedures as they join the group.
- ☐ I will immediately report any accidents, incidents or dangerous occurrences or damage to property to reception.

Each Client / Group Leader must **sign and give the date below to confirm that they have read and understand** each of the above items. If there is any change throughout the year to Clients / Group Leaders, they should notify the staff of the Centre.

Signed

Print name

Date

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____