

## Winchester u3a Home-based Checklist

	Checklist	Yes	No	n/a
General	Is there enough space and seating?			
	Are there any trip hazards?			
	Is there an attendance register?			
Fire Safety	Are all exits unobstructed?			
	Is there a working smoke alarm? *			
	Are all cables to be used visually intact?			
Well-being	Are light refreshments available [e.g. water?]			
	Have members been told of any pets?			
Other				
Actions you have taken to lessen and mitigate the risks				

\*If you do not have a working smoke alarm, you can contact your local fire service for a 'Safe and Well Visit', during which they can fit a free smoke alarm in your home.

Checklist completed by ..... Date .....

Name of Interest Group .....

Description of activities .....

.....