

Specimen Attendance Register

GROUP NAME					
Member	U3a number	1st session	2nd session	3rd session	4th session

Venue Checklist (Day of Use)

Address of Venue -

Name of Interest Group -

Procedure	y / n
1 Emergency Exits unobstructed	
3 Fire Extinguishers in place	
4 Toilet facilities open, clean, paper available etc	
5 Walkways free from trip hazards	
6 Kitchen facilities accessible & clean	
7 Kettle leads in good condition, free from wear and fraying, plug securely attached/PAT test sticker in place?	
8 Refreshment items available	

Notes

Signed

Dated