

Example of a venue and activities Check lists for a club

Before the session

THE BUILDING	Yes	No	N/A
Are emergency exits open and is there clear access?			
Are the lights on including outside lights?			
Are the toilets open and free from hazards?			
Are the tables and chairs set out safely?			
Is the heating on (if this is appropriate?			
Have all potentially dangerous items been removed?			
EQUIPMENT CHECK			
Electrical (Kettles / urns / TV / computer, etc?)			
Have you got spare /replacement equipment (e.g. table tennis balls / darts / chalk)			
Is the coffee bar stocked?			
Is there a cash float for this?			
Is the first aid kit easily available?			
PERSONAL CHECKS			
Are you prepared?			
Have all the volunteers and workers been briefed?			
Are staff dressed suitably for planned activities?			
Do you have any announcements to make?			
Have you got the Attendance Register?			
Is the visitors' book available?			
Is a first aider present?			
Is everyone happy and ready?			
Have you got details of anyone you need to speak to?			

During The Session

PEOPLE RELATED	Yes	No	N/A
Are there any new members?			
Are there any visitors?			
Have they been given Health & Safety instructions? (tour of the building, shown fire exits & collection points)			
Have visitors signed in?			
Have they been shown a copy of code of conduct?			
Are all staff/volunteers happy and working well?			
Does anyone have any special needs?			
Have we nominated members to help clear up after?			
ACTIVITY RELATED			
Is anyone not involved in the activities?			
Has someone spoken to them?			
Is the activity going as planned?			
If not, do we know why?			
Is any action needed to resolve issues with the planned activity?			
Has someone checked round outside the building?			
EQUIPMENT / BUILDINGS RELATED			
Are there any problems with the equipment or the premises?			
Have I made a note of these?			

After The Session

EQUIPMENT / COFFEE BAR	Yes	No	N/A
Has all the equipment been packed up and put away?			
Have any faults or damage been noted?			
Has the bar been cashed up?			
Has all the stock been put away?			
ACTIVITIES			
Was it a good session			
Did we achieve the outcomes we planned for?			
Do we need to re-plan future activities?			
THE BUILDING			
Has all furniture been put away?			
Has the building been tidied /swept / bins emptied?			
Has the heating & lighting been turned off?			
STAFF			
Did everyone perform well?			
Were any training needs identified?			
Do I need to get help to meet any training needs?			
Did I thank everyone and say goodbye?			
Was I thanked?			
MEMBERS			
Any issues on behaviour?			
If so have I kept a record of what and who?			
Did the nominated members help clear up? -			
Are all the members leaving the club as they should?			
NOTES			

