



41 Club
CONTINUED FRIENDSHIP

MEETING SAFETY QUESTIONNAIRE

Meeting Date:	
Meeting Time:	
Venue:	
Person in charge of Meeting:	

Are all the Emergency Exits available and accessible? **YES/NO**

The nearest Fire Exit in the Meeting Room is

.....

Are all fire alarm call points and fire extinguishers/hose pipes accessible and appear to be in good condition with Instruction Notices attached? **YES / NO**

Is there a planned Fire Alarm Test planned during the meeting? **YES / NO**

If **YES** at what time?

The Evacuation Point is located at:
.....

I have checked the toilets and they are in good condition with hot water and soap available for use **YES / NO**

I confirm that there is evidence of good food hygiene at this venue **YES / NO**

I confirm that I have no concerns over the Health and Safety of this venue **YES / NO**

SIGNED:.....

DATE:.....

The following statement should be read at the beginning of each meeting:

EVERYONE IN 41 CLUB TAKES THE SUBJECT OF HEALTH & SAFETY VERY SERIOUSLY AND IT IS IMPORTANT WE ENSURE WHEREVER WE MEET, GOOD STANDARDS ARE OBSERVED.

FOR THE BENEFIT OF ANYONE WHO HAS NOT BEEN HERE BEFORE, OR FOR ANY OF OUR VISITORS, I MUST ADVISE YOU THAT THERE IS NO PLANNED FIRE DRILL TODAY AND SHOULD THE FIRE ALARM GO OFF YOU SHOULD LEAVE VIA THE NEAREST EMERGENCY EXIT (*POINT TO WHERE IT IS*) AND ASSEMBLE FOR A ROLL CALL AT.....

IF YOU DON'T KNOW WHERE THEY ARE – THE LOCATION OF THE TOILETS ARE.....

THANKYOU