

Meeting Place Safety Checklist

The meeting place should be inspected **prior** to each meeting for physical hazards and overall safety precautions.

Exterior Grounds

- Does the lighting system illuminate entrances and walkways?
- Are sidewalks and walkways clear of tripping hazards?
- Are handrails and railings on stairs present and secure?
- Are changes in garden levels clearly marked?
- Are all garden paths and steps level, stable and free from moss?

Interior of Meeting Place

- Are there two separate, usable exits available?
(exits are not blocked)
- Are handrails and railings on stairs present and secure?
- Are floors, steps and walking areas free of trip and fall hazards?
- Is the meeting space clean and free of clutter?
- Are fire extinguishers available?
- Are smoke alarms installed and in working order?
- Is space well ventilated and have an adequate, safe, and legal heating source?
- Have you secured any/all valuables?