

## CHECK LIST - ARRIVAL AT THE VENUE

*You may find it useful to photocopy this page to use at each job you attend*

Familiarise yourself with the venue's layout	
Identify all hazard areas	
Locate all fire exits	
Ask to hear sound of fire alarm	
Arrange fire drill (with alarm) for children	
Locate first aid facilities	
Inspect dressing rooms (separate for 5 years and over)	
Locate and inspect toilets	
Locate and inspect rest rooms	
Locate and inspect school room	
Check on meal arrangements	
Check total number of children	
Check total number of chaperones	
Acquire list of children's names	
Check each child's performance licence or confirm with Licence Holder that child is exempt	
Ensure you have emergency home contacts for each child	
Where relevant, ensure you have details of each child's medical problems and/or medication	

NOTES: