



WE DISCOVER, WE GROW

Girlguiding

New venue checklist

Finding a new venue

Checklist of things to consider when looking for a venue for unit meetings

Please note that unit meetings cannot take place in private homes and gardens.		Health, Safety and Welfare Policy
Criteria	Covid-19 considerations	Useful Girlguiding resources
<p>Is the cost of premises/venue hire affordable and are the terms and conditions acceptable?</p> <p>E.g. How often can rates increase? Is a damage deposit required? Is there a minimum booking period? Do you need to give notice?</p>	<p>Have the terms and conditions changed to reflect this? Are there any disclaimers within the T&C's that refer to Covid-19? What is the likely effect on hirers?</p>	Budgeting for your unit
<p>Is your hire or use of the premises/venue based on a clearly written and understandable agreement?</p> <p>Before you sign a contract to undertake activities or hire a premises/venue, please make sure you read and fully understand the terms. You might be agreeing to liability on behalf of Girlguiding in terms of duties or responsibilities which would not be covered by our Public Liability insurance.</p>	<p>Are there special conditions to cover Covid-19? Are these reasonable? Are you able to comply with the hirer's agreement?</p>	Insurance information
<p>Are you clear who owns the premises/venue and who is responsible for its management and upkeep as these may be different people or organisations?</p>		

<p>Is there a suitable self-contained space within the building/venue for your meetings to take place?</p> <p>There should be no need for anyone else to enter or pass through the space during meetings other than in an emergency.</p>	<p>Will this be affected by Covid-19 arrangements?</p>	
<p>Is there access to other appropriate spaces for occasional activities like sports, small group activities or cooking?</p>	<p>How will access to these be affected by Covid-19 restrictions?</p>	
<p>Are there any limits regarding how many people can occupy the premises/venue at any one time?</p>	<p>It is important to know about number limits both during and after Covid-19.</p>	
<p>Is there an accurate and up to date risk assessment for the building/venue that you can see?</p> <p>Ideally these are reviewed every 6 months.</p>	<p>There should be an additional Covid-19 risk assessment.</p>	
<p>Does the premises/venue have its own insurance policy in place, and can they provide evidence of this?</p> <p>Any insurance policies should be displayed somewhere obvious within the property. We would expect there to be a Public Liability Insurance taken out through a reputable adviser with cover of at least £5 million.</p>	<p>The policy certificate and documents probably won't mention any cover for Covid-19, so you should get written confirmation from the venue management committee.</p>	<p>Public liability insurance</p>
<p>Is the premises/venue access safe, well-lit, and well maintained?</p> <p>Consider proximity of car parks, roads, other premises etc</p>	<p>Is there likely to be any additional considerations here in terms of drop off and pick up procedures during Covid-19?</p>	

<p>Are entrance and exit areas and where relevant all corridors/thoroughfares free from obstructions and clutter?</p>	<p>Have special arrangements been put in place to accommodate Covid-19 risks?</p>	
<p>Is the premises/venue fully accessible for everyone?</p> <p>Have you taken into account the access needs of current and future members of your unit when looking at venues?</p>		<p>Making reasonable adjustments</p>
<p>Are the appropriate security measures in place for the local environment?</p> <p>e.g., reception and/or security personnel, CCTV, locking windows and doors, personal alarm points etc.</p>		
<p>Are the premises/venue in a good state of repair?</p> <p>Look for signs of neglect including damp, mould, rotten materials, peeling paintwork, missing roof tiles, uneven ground etc.</p>		
<p>Are permanent fixtures in a good state of repair?</p> <p>E.g. kitchen units, bench seats, shelving, notice boards, signs boundary fences and hedges etc.</p>		
<p>Are there good systems in place for reporting damage, hazards, and maintenance needs?</p>		
<p>Are there any noticeable defects that could be hazardous E.g. floor coverings, broken stairs, electrical installations, damaged trees etc.</p>		

Are electrical appliances and installations checked on a regular basis?		For additional information on what you might expect to see refer to: Health and safety for hired spaces
Are instructions or training sessions available for use of any specialist or unfamiliar equipment? E.g. alarm systems, air conditioning etc.		
Are the conditions hygienic, especially in areas such as toilets and kitchens?		
Are you clear who is responsible for cleaning and general upkeep, including what you will be expected to do and how to report any problems?	Make sure that there's clear direction around this during and after Covid-19.	
Are there appropriate and secure places for storing of cleaning supplies such as chemicals?		For additional information on what you might expect to see refer to: Health and safety for hired spaces
Has the premises/venue had a recent fire safety inspection?		For additional information on what you might expect to see refer to: Health and safety for hired spaces
Are all the necessary fire safety measures in place? E.g. evacuation plans, fire prevention doors, fire exits, alarms and detectors, escape route signs, extinguishers and fire blankets.		For additional information on what you might expect to see refer to: Health and safety for hired spaces
Are emergency exit routes and doors clear from obstructions and unlocked during usage times?		For additional information on what you might expect to see refer to: Health and safety for hired spaces
Do the areas or rooms you wish to use have good lighting levels and ventilation?	Particularly consider ventilation during Covid-19.	

<p>Will you be the only users of the premises/venue, or will there be other groups present? Will you need to actively manage access to communal areas?</p>	<p>Extra measures for communal areas should be put in place through the Covid-19 risk assessment.</p>	
<p>Are there enough toilet facilities available, including an appropriate number of accessible toilets?</p>	<p>What changes have been made to these because of Covid-19?</p>	
<p>Are there enough hygiene facilities for hand washing, with soap and hot water?</p>	<p>Has the venue included additional equipment because of Covid-19? For example, hand sanitiser, paper towels, additional bins?</p>	
<p>Are first aid supplies provided and are they stored appropriately, in usable conditions and within their use by date?</p> <p>Check who is responsible for inspecting and re-stocking the first aid supplies.</p>	<p>Has additional PPE been included?</p>	
<p>What storage space is available for you to use and is it safe and suitable?</p> <p>Will it require storing items at height or having to lift heavy items?</p>		
<p>Are other items that are stored on the premises/venue that may be a risk to your unit stored securely with access restricted? (e.g. chemicals, power tools, gardening equipment etc.)</p>		

<p>Is furniture appropriate to the age and physical condition of the girls, young women and volunteers who will be attending?</p> <p>Are chairs of the right size and tables the right height etc?</p>	<p>Has the amount and type of furniture been changed due to Covid-19 guidance?</p>	
<p>Does the premises/venue already have the relevant licenses in place for playing music and showing movies?</p>		<p>Using other people's content</p>
<p>Have several members of your volunteering team visited the premises/venue and considered its suitability for your regular meetings?</p>		
<p>Has anyone expressed any worries, concerns, or cautions about using the venue you are considering?</p>		
<p>Anything else:</p>		