



Peer support group venue checklist

Use this checklist to help you find the right venue for your kinship peer support group.

Venue address (including postcode)	
Date of completion (the date you create the checklist)	
Review date (this document should be reviewed every 12 months)	
Checklist completed by (name of the person completing)	

Venue contact details	
Venue contact phone number(s)	
Venue contact email(s)	

Does the venue have a car park?	Yes/No
If not, where is nearest parking?	
Is the venue on public transport routes?	Yes/No
Please give details of bus/train routes	
Is the venue accessible?	Yes/No
Give details of any ramps/lifts/stairs	
Are there toilets?	Yes/No

Is there an accessible toilet?	Yes/No
Any other useful information	

Using the venue

Give details of arrangements for any keys or entry codes		
Is there a kitchen for making refreshments?	Yes/No	Action <ul style="list-style-type: none"> • Agree who will bring/make refreshments and who clears up
Please note any concerns about kitchen use		Action <ul style="list-style-type: none"> • Report any concerns to venue management
Is there a clear fire procedure including raising alarm, evacuation routes and assembly points?	Yes/No	Action <ul style="list-style-type: none"> • Make sure fire procedure is understood and shared at start of each group
Is there a first aider on site or first aid kit available?	Yes/No	Action <ul style="list-style-type: none"> • Make sure all group members know that first aid is an individual responsibility
Is furniture set out ready?	Yes/No	Action <ul style="list-style-type: none"> • Take care that anyone who moves/handles furniture is able to do so