



# Venue Details Checklist

## Considerations for off-site activities

Destination:	Date:
Length of journey:	Transport details:
Indoors or outdoors?:	Shaded?:
Contact person:	Phone:

Items that need to be taken for this outing:

Location Facilities:	Is the venue:	✓ or X	Comments:
Rest Rooms/Toilets	Wheelchair Accessible		
Eating areas	Wheelchair Accessible		
Barbeques	Wheelchair Accessible		
Steps – Amount	Fitted with ramps		
Seating	Wheelchair Accessible		
Accessible Tables	Accessible to most		
Hazards	Free from visible hazards		
Parking	Wheelchair friendly		

What are the risks of this venue?

How will the risks be managed?