

## Sheet 2

### **'Tick List' for Risk Assessment Procedures**

1. Hazards Checked?
2. Fire Exits - Checked and clear?
3. Fire Exits – Suitable for disabled?
4. Signing-in Sheet available and completed?
5. Stewards Appointed for directing people to fire exits?
6. Stewards Appointed to assist disabled (if necessary)?
7. Person Appointed to collect Attendance List  
And take to Assembly Point?

**In the event of a fire dial 999**