



Preventing Falls Together

CHOOSE A 'FALL SAFE' MEETING SPACE

Use this checklist to choose the safest possible space for your meetings. Since no space is likely to be perfect, you can use the information to warn participants of potential hazards. You can also give a copy of this checklist to the owners of the space to let them know what they can/should do to make their facility safer.

Location: _____ Date: _____

Please check all items that apply to you.

Outdoors

- Is it close to public transportation?
- Are there enough parking spaces?
- Is the parking area level, smooth, and free of potholes?
- Are the pathways into the building level and clear?
- Are the pathways and parking area shovelled and free of ice in winter?
- Are there handrails on stairs into the facility? (Both sides)
- Are the steps non-slip and in good repair?
- Are the edges of steps marked and easy to see?
- Are the parking area, paths and stairs well lit?
- Is the building accessible to walkers and wheelchairs?

Inside the Building

- Are the halls and stairs well lit?
- Are there handrails on both sides of stairs?
- Are the steps non-slip and in good repair?
- Are the edges of steps marked and easy to see?
- Are the floors level, clean, dry and easy to walk on—not slippery?
- Is an elevator available if the meeting room is on an upper floor?
- Are the washrooms accessible, well lit, and clean?
- Are there grab bars near the toilet?

Inside the Meeting Room

- Are the floors level, clean, dry and easy to walk on—not slippery?
- Are the floors free of hazards—no loose rugs, no cords across the floor?
- Are the light switches within reach of the doorway?
- Is the room well lit and well ventilated?
- Is the seating sturdy and comfortable?
- Is there enough space between seats and tables to allow comfortable walking and easy passage for walkers and wheelchairs?