

## Health and Safety Checklist

Health and Safety Venue and Equipment Checks	✓	Action Required
Have you made a visual inspection of the premises to be used and reported any problems?		
Are there sufficient car park spaces for disabled drivers?		
Are emergency exit routes marked with the appropriate signs, kept clear and unlocked?		
Is access to a telephone available for use in case of any emergency? Are first aid boxes available and the contents regularly checked?		
Are accessible toilet facilities available and maintained in a hygienic condition?		
Does the venue have one large room for exclusive use during the training session?		
Is the physical access to the room suitable for all learners including those with mobility impairments?		
Is there adequate furniture and equipment including tables and chairs, flipchart stand etc. appropriate for the session?		
Is there adequate lighting, heating and ventilation?		
Are there an adequate number of PowerPoints within the training room?		
Are the acoustics in the room suitable for the activity that will take place?		
Are there adequate facilities for refreshments during the training sessions?		
Is the following equipment available? Screen or clear, clean wall space Laptop and projector Flipchart stand, paper and pens Wipe board TV and DVD		