

## Venue Checklist

Please complete this at the start of every training session and return with the course paperwork.

Things to Check	Yes or No?	If No, What Actions Have Been Taken?
Is access to the training rooms clear and safe?		
Is the floor clear of hazards?		
Have you checked where the fire escapes are and checked the exit route is clear?		
Are the lighting, heating and ventilation is adequate?		
Has all electrical equipment provided for training been PAT tested where appropriate. (See <a href="http://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm">http://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm</a> ) for information		
Are washing and toilet facilities are adequate and appropriate?		
Have you found out what the first aid and accident reporting procedures are?		
If any other relevant matters come to your attention or are specific to this course, eg for a cookery course, please complete the Risk Assessment Form		