

VENUE SUITABILITY & EQUIPMENT CHECKLIST

(To be used in conjunction with instructor manual)

To be completed **PRIOR** to delivery of each course

Suitable room and adequate equipment must be available to allow course to go ahead

√ or X	ITEM	√ or X	ITEM
	Emergency lighting, adequate fire escapes, signage & assembly points		Means of raising fire alarm and evacuation signage/details available
	Room size suitable for number of learners & practical elements of course		No. of manikins available meets minimum requirements of course
	Room clean		Floor suitable for kneeling on or kneeling mats available
	Other equipment – appropriate to course and in good condition		Toilets available on site
	Discipline specific video for the course		Room lighting adequate and window blinds if required
	Tables & chairs available for each candidate		Air conditioning/fans/heating available and working
	Projector, screen and sound system available		Power points available – no trailing cables
	Confirmation that no trip or slip hazards are present		

Comments:

DATE COMPLETED:	TIME COMPLETED:
COURSE NAME:	VENUE LOCATION:
COMPLETED BY (BLOCK CAPS):	SIGNATURE:

For full equipment list and room lay out please refer to your instructor manual.