**National Health and Safety Function, Workplace Health and Wellbeing Unit,**

**National HR Division**

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|  | **Checklist/Form** | | | | |  |
| **Ref:CF:014:04** | **Venue Checklist** | | | | | |
| **Issue date:** | May 2017 | **Revised** | November 2020 | **Review** | November 2022 | |
| **Author(s):** | National Health and Safety Function (Training Team) | | | | | |

**Updated for COVID 19**

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| 1. **General details** | |
| **Training Venue:** |  |
| **Contact Name and Number:** |  |

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| 1. **Venue Suitability[[1]](#footnote-1)** | **Yes** | **No** |
| **(a) Room** |  |  |
| Is there a cleaning schedule that allows cleaning of rooms used at least twice daily if in use? i.e. prior to and immediately after each session if more than one session with different learners is taking place or at the end of the day. |  |  |
| Are there appropriate supplies of hand washing facilities/gel/tissues and appropriate bins? |  |  |
| Are the rooms well ventilated? Can a window and a door remain open? |  |  |
| Are there posters and signage prominently displayed reminding participants and staff of social distancing and other measures to prevent transmission? i.e. hand washing/respiratory etiquette |  |  |
| Are breaks staggered with other groups to avoid gathering of groups where social distancing may be breached? |  |  |
| Can the teaching environment/classroom accommodate current social distancing requirements for the entire class? |  |  |
| Is equipment that will be used for teaching cleaned appropriately in line with manufacturer’s recommendations prior to and at the end of each class? i.e. mannequins, limbs, defib. machine |  |  |
| Are arrangements in place to clean and disinfect the venue in the event of an attendee becoming unwell with symptoms of a respiratory illness as per HPSC guidance? |  |  |
| Is the room well lit |  |  |
| Is suitable for theory-based education and, if applicable, has a large uncluttered space for the practice of physical techniques |  |  |
| Is exclusively available for the duration of the training |  |  |
| Has access to canteen facilities (tea, coffee, water, place to eat lunch) that accommodates social distancing |  |  |
| Is provided with signage directing participants to the room if necessary |  |  |
| Has ready access to toilet facilities |  |  |
| Has non-slip flooring |  |  |
| Only contains furniture and equipment required for training (i.e. tables, chairs etc.) |  |  |
| Outside noise levels are not excessive in a way which might affect the training |  |  |
| Has a suitable number of power points for equipment |  |  |
| **(b) IT/AV equipment** |  |  |
| Port for USB drive and compatibility with apple mac and pc |  |  |
| If the above equipment is not available HDMI and VGA cables to be provided |  |  |
| Wireless or internet access (check requirements with trainer/instructor) |  |  |
| Projector available and in working order |  |  |
| Projector screen is available |  |  |
| Flip chart/board and markers are available |  |  |
| Service records are available for any work equipment being used in the training |  |  |
| **(c) Demonstration Equipment (e.g. Hospital beds, Hoists, ladders, fume cupboard)** |  |  |
| Single use items for simulation training should be used where possible |  |  |
| All reusable teaching equipment including mannequins and any medical devices should be cleaned before and after each training session/training day as per manufacturers’ guidelines. |  |  |
| Equipment identified via the training specification and TNA as necessary, is available for use at the training venue and is fully serviced (service records are available) and in full working order |  |  |

1. These conditions must be in line with the type of education session running to determine if the venue supports measures to limit the spread of infection and to identify additional measures that can be implemented [↑](#footnote-ref-1)