

**Completed by:**

**Date of completion:**

**Venue / location** - for example, name of onsite training facilities or external training facilities:

**Venue contact / emergency contact details:**

Please check all of the below requirements are in place	Yes	No
<p><b>Risk assessment completed / available</b> – must have been completed within a reasonable timeframe and consider the activities to be conducted.</p>		
<p><b>First aid provision</b> – there is first aid provision which includes a first aid kit and a trained first aider on site.</p>		
<p><b>Fire extinguishers and assembly point</b> – evacuation process is clearly signposted and appropriate fire alarms and fire extinguishers are accessible.</p>		
<p><b>Room capacity</b> – the room is appropriately sized for the number of delegates attending.</p>		
<p><b>Accessibility</b> – the venue allows all delegates to enter, exit, and navigate the space without barriers or undue difficulty.</p>		
<p><b>Seating arrangement / tables &amp; chairs</b> – seating is arranged to support participation and comfort. Writing surfaces are provided, and the layout supports exam integrity.</p>		
<p><b>Laptop</b> – functional laptops or desktops are available for the trainer and delegates (if required) and tested before use.</p>		
<p><b>Display equipment</b> – must be visible for all delegates, compatible with the trainer’s laptop and tested in advance.</p>		
<p><b>Whiteboard</b> – with pens and rubber if required.</p>		

Please check all of the below requirements are in place	Yes	No
<p><b>Speakers</b> – audio equipment is compatible with the trainer’s laptop and tested beforehand.</p>		
<p><b>Power Socket</b> – a sufficient number of sockets are available near tables, positioned to avoid trip hazards.</p>		
<p><b>Wi-Fi</b> – stable Wi-Fi is available, with access codes clearly displayed for delegates and the trainer.</p>		
<p><b>Refreshments</b> – as a minimum, delegates should have access to fresh drinking water.</p>		
<p><b>Toilets</b> – facilities should be appropriate to meet the needs of all delegates and should have good hygiene standards.</p>		
<p><b>Heating / lighting</b> – controls for heating and lighting are accessible and adjustable as needed.</p>		
<p><b>Insurance</b> – the training venue holds appropriate and current insurances for training activities.</p>		
<p><b>Parking</b> – adequate parking is available, including accessible spaces and safe walking routes. Delegates are informed in advance of any potential charges which may apply.</p>		

## About IOSH

The Institution of Occupational Safety and Health (IOSH) is the Chartered body for health and safety professionals. With 50,000 members in more than 130 countries, we're the world's largest professional health and safety organisation.

We set standards and qualifications, and support, develop and connect our members and others with resources, guidance, events, and training. We're the voice of the profession and campaign on issues that affect millions of working people.

IOSH was founded in 1945 and is a registered charity with international NGO status.

## About IOSH Training

IOSH Training is the specialist learning delivery arm of IOSH Services Limited (ISL). ISL is a separate commercial entity that invests for the future, generating a surplus which is fully gift-aided to fund IOSH charitable activities.

ISL activities are aligned to IOSH's charitable objects, providing training, education and consultancy support services to organisations and individuals seeking to enhance their knowledge and competence in OSH.

### IOSH

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