

Training Venue Risk Assessment



The Matt Christie Institute of Australia

Please complete the following questions during your venue visit:	Yes	No	Comments
Health and safety procedures - is there:			
a) A clear health and safety procedure	<input type="checkbox"/>	<input type="checkbox"/>	
b) Access to, and location of, First Aid Box	<input type="checkbox"/>	<input type="checkbox"/>	
c) Access to telephone/mobile in case of emergencies	<input type="checkbox"/>	<input type="checkbox"/>	
d) An up-to-date evacuation procedure	<input type="checkbox"/>	<input type="checkbox"/>	
e) Clearly marked emergency exits	<input type="checkbox"/>	<input type="checkbox"/>	
Facilities- is there:			
a) A suitable area with chairs for discussion/note taking	<input type="checkbox"/>	<input type="checkbox"/>	
b) Access to a range of visual aid equipment: as required	<input type="checkbox"/>	<input type="checkbox"/>	
c) A plug socket for use of sound equipment and operation of visual aid equipment	<input type="checkbox"/>	<input type="checkbox"/>	
d) Access for provision of drinks	<input type="checkbox"/>	<input type="checkbox"/>	
e) An appropriate level of heating, ventilation and lighting	<input type="checkbox"/>	<input type="checkbox"/>	

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f) Toilet and changing facilities sufficient for the number of candidates	<input type="checkbox"/>	<input type="checkbox"/>	
g) Adequate, clear working floor space for the number of students for practical activities	<input type="checkbox"/>	<input type="checkbox"/>	
h) An appropriate level of heating, ventilation and lighting	<input type="checkbox"/>	<input type="checkbox"/>	
Written Theory Paper - is there:			
a) A quiet room, adequate in size for the candidates and Invigilator, with chairs and tables of a comfortable height	<input type="checkbox"/>	<input type="checkbox"/>	
b) An accurate clock visible to candidates and invigilator	<input type="checkbox"/>	<input type="checkbox"/>	
Part 2 – final practical assessment - is there:			
a) Sufficient working space for the Assessor and Internal Quality Assurer when present	<input type="checkbox"/>	<input type="checkbox"/>	
b) A quiet room for Internal Quality Assurer to sample to Candidate Evidence	<input type="checkbox"/>	<input type="checkbox"/>	
c) A quiet area for preparation, reflection and feedback for the candidate	<input type="checkbox"/>	<input type="checkbox"/>	
d) Separate room where class members can relax when they are not required on the assessment floor	<input type="checkbox"/>	<input type="checkbox"/>	

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Any adjustments required:

Date:

Signature:

Venue Address: