
 Feidhmeannacht na Seirbhíse Sláinte Health Service Executive	<h1>Health and Safety Checklist</h1>	
Ref: CF:014:02 RE: Checklist for Training Room Suitability		
Issue date May 2016	Revised date September 2017	Review date September 2019
Author(s): National Health and Safety Function –Training Team		

Note : The room must have all the following items to be deemed appropriate for training

Question	Yes	No
Room		
The room is large enough to comfortably facilitate the number of people for which the training is intended		
The room is well ventilated and well lit		
The room is of an adequate size that allows flexibility of layout for the types of training to be carried out safely and with a minimum of risk (both in terms of the trainer and the trainees) and adheres to any guidelines or stipulations issued by training provider/developer		
The room is suitable for the theory based education and when required a large uncluttered space for practice of physical techniques		
There is non-Slip flooring		
The room only contains furniture and equipment required for intended training (i.e. tables, chairs etc.)		
The rooms is exclusively available for the duration of the training		
There is access to canteen facilities (tea, coffee, water, place to eat lunch)		
Signage is provided directing participants to the room if necessary		
There is access to toilets within the building		
Outside noise levels are not excessive in a way which might affect delivery of training		
There is a suitable number of power points to allow set up of equipment		
IT equipment		
Port for USB drive compatibility with apple mac and pc is available		
If the above equipment is not available a HDMI/VGA cable is provided		

Wireless or internet access		
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 delivery of the programme		
Question	Yes	No
When providing People Moving and Handling		
The following equipment must be available for use at the training venue, fully serviced and in full working order for People Moving and Handling training <ul style="list-style-type: none"> • Hospital beds • Hoists • Wheelchair • Sling/slides • Other aids used 		
The above equipment has been appropriately maintained		
The hoist & sling has been serviced thoroughly within the last 6 months and records are available		
Please provide information on parking facilities		
Please provide contact details for a person who is available for the trainer on arrival		
Please provide directions to the location		

Note: This checklist must be completed and submitted with your training request via the HelpDesk