

Date

## **Room Requirements for Onsite Courses**

Course Location Course Date  Classroom Room large enough to accommodate number of trainees attending course Trainees must have a desk/table The trainees must be able to see and hear both instructor and ves No visual aid There must be sufficient power points There must be sufficient power points There must be adequate lighting and heating There must be good ventilation Yes No No external distractions No external distractions Training will be prepared for trainer prior to arrival  Health & Safety Fire Risk Assessment for conducting training course complete The provision Male and Female toilets  Yes No  Training Aids Screen or suitable projection surface Please note if training aids are not available Specialist Training will provide their own.	Company				
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Comments (Include details of remedial actions and dates of completion if necessay)				completion i	necessay)
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Signed on behalf of company	Signed on beh	alf of company			
Position	Position				
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