

## Room Requirements for Onsite Courses

<b>Company Name</b>	
<b>Town</b>	
<b>Course Location</b>	
<b>Course Date</b>	

<b>Classroom</b>		
Room large enough to accommodate number of trainees attending course	Yes	No
Trainees must have a desk/table	Yes	No
The trainees must be able to see and hear both instructor and visual aid	Yes	No
There must be sufficient power points	Yes	No
There must be adequate lighting and heating	Yes	No
There must be good ventilation	Yes	No
No external distractions	Yes	No
Facilities will be prepared for trainer prior to arrival	Yes	No

<b>Health &amp; Safety</b>		
Fire Risk Assessment for conducting training course complete	Yes	No
Evacuation supervisor is		

<b>Domestic Provision</b>		
Male and Female toilets	Yes	No

<b>Training Aids</b>		
Screen or suitable projection surface	Yes	No
Dry Wipe board and flip chart	Yes	No

\* Please note if training aids are not available Specialist Training will provide their own.

**Comments (Include details of remedial actions and dates of completion if necessary)**


Signed on behalf of company	
Position	
Date	