



CHECKLIST FOR VENUE, OH&S, CATERING at VENUES

The following processes should be followed when you set up in a new training venue.

	YES/ NO
<p>ROOM SETUP All at times participants should be able to clearly see visual aids. Room will be set up safely with adequate walkways. Work with the staff at the venue to get the set up correct. Arrive at least 45 minutes prior to training to make sure everything is in place.</p>	
<p>TRANSPORTATION OF EQUIPMENT Folders/ manuals: the trainer may be responsible for equipment and supply of the training manuals. Do not carry too many at one time. Where possible use a trolley and wheels as provided. Where other aids and resources are required be aware of OH&S requirements and get assistance.</p>	
<p>LEADS Beware of electrical leads lying across the floor. In training rooms all leads should be taped securely. Leads should be taped across the horizontal length of the lead and not just secured at regular intervals. If leads are a problem you should suggest different furniture layout that might resolve the problem.</p>	
<p>TABLES and CHAIRS To be checked for safety. Participant will be instructed to adjust chairs to correct height if possible. Any chairs not in use should be removed from the training room or stacked safely and appropriately in corner of room.</p>	
<p>STAIRWELLS and FIRE EXITS and TOILETS Make sure participants know where to find stairwells and exits and the toilet facilities. Instruct participants re location and emergency exits at the course commencement.</p>	
<p>REGULAR BREAKS It is our policy to provide our training participants with regular breaks during training sessions. Mandatory breaks are for morning tea, lunch and afternoon tea. It is recommended that at the trainer's discretion that they initiate hourly stretch breaks as required.</p>	
<p>FRESH AIR Trainers are recommended to tell participants that they take full advantage of lunch breaks to walk and get some fresh air.</p>	
<p>CATERING and WATER All participants are to have access to morning and afternoon tea and fresh drinking water. Lunch will depend on the venue.</p>	
<p>FIRST AID AND ACCIDENTS Trainers should know who to contact in case of an accident, or where the First Aid kit is kept and provide the kit to participants for minor injuries. Unless trained in First Aid, unqualified staff should not administer assistance.</p>	
<p>HOW TO FOLLOW UP ON OH&S RISKS or VENUE PROBLEMS If there are particular safety issues that are a concern to you at this venue please follow the following procedure : Talk to the venue support staff to get the matter sorted out If not fixed up to your satisfaction, ring or email if matters need to be followed up by the office as soon as possible. Then note the issue on this form and on the final course report. Submit this form with the Course report</p>	