



## Health and Safety Checklist

<b>Venue:</b>	<b>Date:</b>	<b>Tutor Name:</b> /
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Risk to be checked	Checked:		Action Required:	Date Reported:	Initials of Site Rep:	Initials of Tutor:
	YES	NO				
You are aware of the emergency evacuation procedures?						
Are emergency exits unobstructed?						
Are fire extinguishers in place?						
Has electrical (if relevant) equipment been checked for safety?						
You have checked for any potential trip/slip hazards?						
Are you and the learners familiar with the emergency procedures, toilets, timetable,						
Are you aware of who the appointed First Aider is for the duration of your stay and how to reach them?						
Have you taken a register and know how many and whom is present in case of emergency evacuation?						
Is there disabled access and is this clearly usable?						