

### Safety and Security Checklist

Note details of the following items and present this information to participants.

Item	Located/Identified (Tick)	Location/Identity/contact information
Fire extinguisher(s) (Check equipment has been checked recently, and it is fully charged and operable.)		
Defibrillator (Identify someone who is comfortable to use it.)		
1 <sup>st</sup> Aid Kit		
Fire Exit(s)		
Evacuation Route(s)		
Assembly Point(s)		
Nearest Medical Facility		
On-site medical room		
On-site medical staff		

You may wish to check that the following items/conditions exist.

Item	(Tick)
The building is fitted with smoke detectors (and the batteries are checked regularly)	
There is at least one smoke detector in hearing distance of the training room.	
The training room, and routes in and out of it, are free of tripping hazards.	
Materials (e.g. chairs and tables) in the training area are in safe and usable condition.	
There are no loose phone-lines, cables or other cords which present an electrocution hazard.	
If relevant, entrances to the building are monitored and secured.	