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| Training Room Preparation Checklist |
| **Safety Inspection** | * Ensure cords are not creating a trip hazard
	+ Use cable cover/ties
	+ Desktop power source
* First Aid Facilities
	+ Kit
	+ First Aid Officer
* Emergency management plan (venue to provide)
	+ Warden
	+ Assembly area
	+ Briefing/information from the venue
* Trainer to conduct safety induction (including emergency management plan)
* Other trip hazards – learner’s bags, etc.
* Tested and tagged electrical equipment
* Check chairs are in good condition (stable, wheels intact, well maintained)
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| **Equipment/materials Check** | * Projector working
* Computer
* Wifi
* Learners materials eg. Workbook, textbook, paper, pens, handouts, name plates
* Instructor materials eg. Butchers paper, whiteboard markers, clock
* Ice Breaker / activity materials
* Registration list
* Course assessment feedback
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