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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) |
| **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 |