**Health And Safety Building Checklist And Risk Assessment**

**Off-site Venue**

Most recent update: 09 September 2025

|  |  |  |
| --- | --- | --- |
| Venue name and address |  | |
| Learning Programme |  | |
| Time of day premises required | Day | Evening |

**DELETE** or **PROVIDE DETAILS** as appropriate

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Is the Public Liability certificate displayed? (send copy or provide insurer name, telephone number and policy expiry date) | *Attach copy/*  *provide details* | |
| 1a | Is there a written health and safety policy for the venue? | YES | NO |
| 2 | Is there a fire certificate in operation for the building? | YES | NO |
| 3 | Are there written evacuation procedures for the venue? | YES | NO |
| 4 | Are evacuation notices displayed? | YES | NO |
| 5 | Are fire exits marked and kept clear? | YES | NO |
| 6 | If the premises are to be used in the evenings, are **all** fire exits adequately lit inside and outside the building to ensure safe exit from the building in the event of a fire? | YES | NO |
| 7 | State location of assembly point |  | |
| 8 | Are fire extinguishers available? | YES | NO |
| 9 | Have they been serviced within the last 12 months? | YES | NO |
| 10 | Is the Health and Safety law poster displayed? | YES | NO |
| 11 | Is there access to a first aid box (and is it adequately stocked in line with HSE guidelines)? | YES | NO |
| 12 | Is there a first aider available for staff and customers? | YES | NO |
| 13 | Do you have access to an alternative telephone in event of emergency? | YES | NO |
| 14 | Are incident/accident procedures known and report forms available? | YES | NO |
| 15 | Are there adequate welfare facilities (male/female toilets, washing facilities, eating facilities etc)? | YES | NO |
| 16a | Is the venue clean and hygienic? | YES | NO |
| 17 | Is there adequate ventilation? | YES | NO |

|  |  |  |  |
| --- | --- | --- | --- |
| 18a | Is there adequate lighting? | YES | NO |
| 18a | Have adequate steps been taken to prevent slipping/tripping hazards? | YES | NO |
| 19 | Is heating adequate and all radiators working? |  |  |
| 20 | Do learners have access to or use electrical equipment? If yes please provide date of last PAT test | YES | NO |
| Date: | |
| 20a | Do learners have access to or use machinery? If yes please provide details of last service: who carried it out and on what date? | YES | NO |
| *Provide details* | |
| 20b | Is the electrical installation regularly inspected by a competent electrician and records kept by the venue provider? (Provide date of last test) | YES | NO |
| Date: | |
| 21 | Are there adequate plug sockets available for electrical equipment? | YES | NO |
| 22 | If extension leads must be used, are they approved type, PAT tested and regularly visually inspected for defects? | YES | NO |
| 23 | Is the gas installation/gas boiler regularly inspected by a competent engineer? Provide last date of inspection | YES | NO |
| Date: | |
| 24 | Are there adequate arrangements in place with regard to personal security? | YES | NO |
| 25 | Will learners have access to hazardous substances during their learning programme? If yes, are relative COSHH procedures in place? | YES | NO |
| YES | NO |
| 26 | Is there an annually reviewed Critical Incident Plan (see CW&C proforma) in place for the building? | YES | NO |
| 27 | In the arrangements and procedures are there clear instructions for learners and tutors to be followed in an emergency? | YES | NO |
| 28 | Is the furniture safe and arranged in a safe manner? | YES | NO |
| 29 | Does the venue provider have a completed risk assessment for hiring out premises to members of the public and any other relevant risk assessments eg fire? | YES | NO |
| *Attach copy/*  *provide details* | |
| 30 | Are you satisfied that the venue is suitable for the provision of learning to be provided and standards sufficient to ensure the health and safety of employees and learners? | YES | NO |

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| --- | --- | --- |
| Any actions to be taken as a result of the above assessment? | By whom? | By when? |
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|  |  |  |

Extend as required

**Venue Accessibilty**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Symbol | Meaning | Available? | Symbol | Meaning | Available? |
| **arrow** | Lift |  | **disabled_toilet** | Wheelchair accessible toilet |  |
| Symbol | Meaning | Available? | Symbol | Meaning | Available? |
| **hearing_loop** | Hearing loop |  | **parking** | Car parking |  |
| Symbol | Meaning | Available? | Symbol | Meaning | Available? |
| **sight_friendly** | Sight friendly |  | **transport** | On public transport route |  |
| Symbol | Meaning | Available? | Symbol | Meaning | Available? |
| **stairs** | Stairs |  | **wheel** | Wheelchair accessible |  |
| Symbol | Meaning | Available? |  |  |  |
| disabled_parking | Disabled car parking |  |  |  |  |

|  |  |
| --- | --- |
| Is the venue suitable to host Adult Education sessions? | |
| YES | NO |

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_