



Additional Venue Checklist

Season: 2021/22
Date Revised: July 2021
Version No: 5.1

Instructions for Trainers/Assessors/Facilitators

- (1) Complete the below if you are using more than one venue for your training / assessment.
- (2) Attach the completed form to your Training Course Report
- (3) Complete Covid -19 Safety Plan for each program area

COURSE DETAILS			
Course		SurfGuard ID #	
Venue		Start Date	

VENUE CHECKLIST – Complete prior to commencement of Training Course.				
Checklist completed on		By	Yes	No
Is the size / layout of the venue adequate for the course (including parking arrangements)?			<input type="checkbox"/> Y	<input type="checkbox"/> N
Are there adequate facilities / furniture for both large and small group activities?			<input type="checkbox"/> Y	<input type="checkbox"/> N
Are there adequate arrangements for lighting / temperature control?			<input type="checkbox"/> Y	<input type="checkbox"/> N
Is the venue accessible (i.e. disabled parking, access and toilets)?			<input type="checkbox"/> Y	<input type="checkbox"/> N
Are emergency exits well indicated?			<input type="checkbox"/> Y	<input type="checkbox"/> N
Are there appropriate catering (including drinking water) arrangements in place for staff / participants?			<input type="checkbox"/> Y	<input type="checkbox"/> N
Do you have the required equipment and resources to deliver the course?			<input type="checkbox"/> Y	<input type="checkbox"/> N
Is all course equipment in a satisfactory state and safe to use?			<input type="checkbox"/> Y	<input type="checkbox"/> N
Have you carried out (or reviewed) the risk assessment for the venue to ensure the safety of course staff and participants?			<input type="checkbox"/> Y	<input type="checkbox"/> N
Comments – Include here any information that future users of the venue / equipment / resources should consider.				
Remember to inform the Club/Branch Safety Officer or a member of the Club/Branch Management Committee if any significant hazard(s) are identified that need addressing.				