



Heartstart Training venue health and safety checklist

This checklist is aimed at Heartstart Instructors and Coordinators involved in planning Heartstart training. This form will help you plan your sessions and comply with the Heartstart health and safety guidelines.

Inspection by:				Date:
Car parking and access to the building				
Yes	No	n/a	Notes	
			Parking arrangements confirmed and communicated to trainees?	
			Access to the building confirmed with building manager/owner, including out of hours, security and signing in procedures?	
			Is there a lift if the room to be used is on an upper floor?	
			Facilities furniture and room layout confirmed with building manager/owner?	
Signage				
Yes	No	n/a	Notes	
			First aid facilities available and clearly signed?	
			Fire safety signage in place e.g. fire call point, fire evacuation procedures, fire exit, fire assembly point, fire-fighting equipment?	
			No smoking signs displayed?	
Electricity				
Yes	No	n/a	Notes	
			Are all cables routed in such a manner so as to minimise slip & trip hazards?	
			Visual check of sockets carried out? Report any concerns to building manager/owner.	
Welfare facilities				
Yes	No	n/a	Notes	
			Sufficient toilets, drinking water and hand washing facilities for the event?	
			First aid kits available? Mobile phone and landline available?	

Fire safety	Yes	No	n/a	Notes
Are there suitable arrangements in place for raising the alarm?				
Are all emergency exits clear, suitably signed and lit?				
Is there adequate provision of fire-fighting equipment?				
Fire evacuation plan or other emergency plans confirmed with building manager/owner including out of hours?				
Heating, lighting and ventilation	Yes	No	n/a	Notes
All areas well lit, including the car park?				
Is heating/ventilation adequate and arrangements confirmed with the building manager/owner?				
Waste management	Yes	No	n/a	Notes
Adequate waste bins available for use?				
Young and vulnerable person(s)	Yes	No	n/a	Notes
Arrangements in place for dealing with vulnerable persons, i.e. children or anyone under 18?				
Any additional <u>site specific</u> hazards (comment below)	Yes	No	n/a	Action taken to remove or reduce the risk
<p>Any concerns, including defects, should be reported to the building manager/owner in the first instance. Further advice can be obtained from the Heartstart Scheme Coordinator or the British Heart Foundation's Survival team at heartstart@bhf.org.uk</p> <p>Accidents occurring during the session must be reported to the building manager/owner and to the Heartstart Scheme Coordinator.</p>				