

## CAST COMMERCIAL ACUMEN LIMITED

### Training Room - HSE Checklist & Risk Assessment Form

Slips, trips, and falls		YES	Further Action Required	N/A
1.	Is the flooring in the training room in good condition?			
2.	Are there any changes in the floor level or type of flooring that need to be highlighted? (e.g., steps, ramps, uneven floor?)			
3.	Are the aisles or walkways between desks / tables kept clear?			
4.	Are there minimal trailing electrical leads and cables?			
5.	Is the lighting bright enough to allow safe access and exit?			
6.	Are there procedures in place to deal with spillages e.g., water?			
7.	For stand-alone training rooms: <ul style="list-style-type: none"> <li>• Are access steps or ramps properly maintained?</li> <li>• Are access stairs or ramps provided with handrails?</li> </ul>			
8.	Are the training rooms entries and exits kept clear?			
Furniture and fixtures		YES	Further Action Required	N/A
9.	Are permanent fixtures in good condition, securely fastened and not overloaded (e.g., projectors, screens, cupboards, bookcases, display boards, shelving?)			
10.	Is furniture (e.g., tables and chairs) in good condition and suitable for the size of the user?			
11.	Is portable equipment stable (e.g., a TV on a suitably sized trolley)?			
12.	Are hot surfaces (e.g., radiators) guarded to prevent risk of burns?			

13.	Is there adequate storage for learning materials and equipment in the training room?			
14.	Are windows in proper working order, with the glass free of cracks?			
15.	Are there measures in place to protect the training room from glare, and/or heat from the sun?			
<b>Manual Handling</b>		<b>YES</b>	<b>Further Action Required</b>	<b>N/A</b>
16.	Have trolleys been provided to move heavy objects?			
17.	Can storage areas be reached easily?			
18.	Do trainers have a good understanding of safe manual handling techniques?			
<b>Computers</b>		<b>YES</b>	<b>Further Action Required</b>	<b>N/A</b>
19.	If trainers use computers, is there sufficient space for ease of access and set up?			
20.	If trainers use computers, has a workstation assessment been completed?			
<b>Electrical equipment and services</b>		<b>YES</b>	<b>Further Action Required</b>	<b>N/A</b>
21.	Are fixed electrical switches and plug sockets in good condition?			
22.	Are all plugs and cables in good condition?			
23.	Has portable electrical equipment been visually checked and where necessary, tested at suitable intervals to ensure that it is safe to use?  <i>(NB: there may be a sticker displaying this information)</i>			
24.	Are wires in good condition?			
25.	Has any damaged electrical equipment been removed or replaced?			

26.	Are electrical cables routed to prevent tripping the circuits?			
27.	Are wall-mounted projection screens functioning correctly and properly secured to the wall?			
<b>Asbestos</b>		<b>YES</b>	<b>Further Action Required</b>	<b>N/A</b>
28.	If the training venue contains asbestos, have details of its location in the training room and its condition been provided and explained to the trainer?			
<b>Fire</b>		<b>YES</b>	<b>Further Action Required</b>	<b>N/A</b>
29.	If there are fire exit doors in the training room, are they: <ul style="list-style-type: none"> <li>• Unobstructed</li> <li>• Kept unlocked, and</li> <li>• Easy to open from the inside?</li> </ul>			
30.	Is firefighting equipment easy to access in the training room or in its close proximity?			
31.	Are fire evacuation procedures clearly displayed?			
32.	Are trainers aware of the evacuation drill, including arrangements for any vulnerable adults?			
<b>Ventilation and heating</b>		<b>YES</b>	<b>Further Action Required</b>	<b>N/A</b>
33.	Does the training room have natural ventilation?			
34.	Can a reasonable room temperature be maintained during the uses of the training room?			

**Comments on items needing further action.**

Question Number	Action to be taken	When

*Note: The above is not an exhaustive list. Any other hazards that you may encounter whilst using the training room / venue should be written in this section.*

**Additional Risks**


<b>Name of Trainer</b>			
<b>Training Venue</b>			
<b>Name of training room</b>			
<b>Signature</b>		<b>Date</b>	