



MASTER DRIVER CPC VENUE/ FACILITIES CHECKLIST

V1.04.12

This form should be used to ensure training venues are to the required standard **prior to use**. This may not be suitable for all organisations/premises and members should ensure they adapt this form as necessary or create a version suitable for their purposes.

Consortium Member Name:

Date: Venue Address:

 Venue Postcode: Venue Contact:
 Venue Telephone: Email:

General Requirements			
Description	Yes	No	Comments
1. Insurance (displayed/available)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
2. HASAWA Abstract (displayed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
3. Health & Safety Policy (available)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
4. Safe Systems of Operations (available)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
5. Emergency Evacuation (displayed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
6. Fire Exits (marked & identified)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
7. First Aid & Emergency Notice (displayed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
8. First Aiders' Names (displayed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
9. Location of First Aid Box (identified)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
10. Refreshment Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
11. Traffic Routes/Pedestrian Segregation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Theory Training Facilities			
Description	Yes	No	Comments
1. Exclusive use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
2. Location close to practical area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
3. Safe environment, access/egress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
4. Adequate, good natural lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
5. No disturbance to trainees/No noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
7. Sufficient tables and chairs with room to manoeuvre, which provide drivers with a comfortable learning environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
8. Suitable training aids:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
9. Emergency exits unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
10. Adequate heating and ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
11. Environment is professional and conducive to learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
12. Recorded risk assessment completed satisfactorily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>