

SAVE A LIFE
FOR SCOTLAND

HEARTSTART

Saving Lives Together

We want your sessions to be fun for everyone and that involves keeping everyone safe. This checklist is designed for all Heartstart instructors and coordinators involved with Heartstart training. We hope this form will help you plan your sessions so they are safe and comply with our Health and Safety Guidelines.

Training venue health and safety checklist

Inspection by:				Date:
Car parking and access to the building	Yes	No	n/a	Notes
Parking arrangements confirmed and communicated to those attending the course?				
Access to the building confirmed with the 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 the 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 the building manager/owner.				
Welfare facilities	Yes	No	n/a	Notes
Sufficient toilets, drinking water and hand washing / hand sanitising facilities for the event?				
First aid kits available? Mobile phone and/or 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 site specific 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.</p> <p>Accidents occurring during the session must be reported to the building manager/owner and using the accident / near miss reporting form and sent to heartstart@savealife.scot</p>				