

Procedure 2 Approval and Monitoring of Training Venues

Associated Policy	Section 5. Teaching and Learning
Version number & approval date	V1 18/06/2021
Document Owner	Education Coordinator
Review Date	+1 year

Purpose

To set out a clear step-by-step process to ensure that any training venue we use, including Brigit's Garden, is appropriate to the programme and the learners and is of a high standard

Scope

Applies to all training venues

Steps for Implementation

1. The Education Coordinator is responsible for ensuring that our training venues are suitable for the programme, the learners and the tutors, that they meet health and safety standards and enable reasonable accommodation for learners. The Lead Tutor and the Operations Director may also be involved in benchmarking potential venues.
2. If an offsite venue is being used the venue must nominate a contact person for that venue.
3. The Education Coordinator visits and benchmarks a potential venue against the Training Venue Checklist below. If the Checklist highlights that actions or improvements are required, an improvement plan is agreed with the venue contact person and a re-inspection arranged.
4. Training cannot commence until the venue is ~~signed off as being suitable~~ approved by the Education Coordinator.
5. We have questions on our Learner and Tutor Feedback forms about the venue and facilities. Any concerns raised by tutors or learners about a venue are investigated by the Education Coordinator and taken up with the venue contact person
6. Offsite venues are reassessed on an annual basis by the Education Coordinator

Reference Documents

N/A

See below for the Training Venue Checklist

Training Venue Checklist		
Venue:		
Inspected by:	Position:	Date:

1. Indoor Facilities Checklist		✓ = satisfactory, x = action required
Area	✓ or x	Actions & improvements required
Teaching room(s)		
Size and type of facility suitable for programme		
Layout of room and furniture enables clear access & isles		
No trip or slip hazards evident, floors/carpets in good condition		
Flexibility with room layout with adequate space to move around and for group activities		
Electrical cords not across access or isles		
Emergency exits clearly marked, fire extinguishers in place		
Shelving secure and not overloaded		
Furniture comfortable and in good condition		
Windows and doors can be opened and closed properly		
Adequate Wi-Fi available in teaching rooms and other areas used by learners		
Accessible for wheelchairs and for students with impaired mobility or vision		
Heating and ventilation that is adequate and easily adjustable		
Good acoustics and sound proofing		
Good room lighting with plenty of sunlight with blinds to block out if required		
Data projector, flip chart/whiteboard and audio system available		

Breakout spaces for group work		
Wall mounted clock visible		
Wall space for hanging flip charts		
Stairways, halls, emergency exits		
Stairways, stair treads & steps in good condition & clear of obstructions		
Adequate lighting in corridors, stairways etc.		
Handrails provided where required		
Emergency exits accessible, clearly marked, not locked		
Fire extinguishers in place		
Electrical equipment		
Electrical equipment in good condition & safe to use		
Electrical outlets not overloaded		
Cables and wires do not present trip hazard		
Other facilities		
Adequate and clean toilet facilities with disabled toilet		
Additional stationery if required e.g. paper, pens, highlighters		
Cloakroom /space for learners' belongings		
Tea/coffee/water facilities available		
Photocopying/printing/email services available onsite		
Availability of programme-specific and practical equipment		
Storeroom/ secure space for training resources and equipment		
General requirements		
Location suitable and easy to find		
Served by public transport if possible		
Parking available at venue or nearby		
Venue has Safety Statement and Risk Assessment		
Member of staff onsite in case of emergency		
Adequate insurance cover in place		

✓ = satisfactory, x = action required

2. Outdoor Facilities Checklist		
Outdoor teaching & workshop areas	✓ or x	Actions & improvements required
Size and nature of outdoor areas suitable for programme		
Habitats and species required for programme available		
Access paths & walkways clear of obstructions and of slip and trip hazards		
Outdoor seating suitable and in good condition		
Tools and equipment well maintained and in a safe condition		
Area and seating accessible for wheelchairs and for students with reduced mobility or impaired sight		
Toilets in reasonable proximity		
Access to warm, dry indoor spaces in reasonable proximity		
Outdoor shelter available in case of wet weather		
Access to secure storage for equipment in reasonable proximity		

Arrangements for follow-up action required

Financial Arrangements

Signed

For Brigit's Garden

For Venue Provider

Date