This checklist will be used when considering the suitability of a venue for British Council events.

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| **Name of Venue:**  | **Venue assessed by:**  |
| **Address:**   | **Date:**  |

|  |  |  |
| --- | --- | --- |
| **Venue Health & Safety Reqiurements** | **Comments** | **Met**  |
| Venue in a *safe* area where there is no obvious threat to personal safety |  |  |
| Floors, stairs, glazing should meet awarding body standards. (Floors should be even without ‘pot holes’ etc. – stairs should be maintained with safe handrails – glazing should be intact with no broken glass). Exam furniture in good condition |  |  |
| Adequate space in which to conduct exam for planned number of candidates to meet exam board standards including space to meet keytime requirements  |  |  |
| Electrical supply and any equipment we may use appears to be in good condition |  |  |
| Emergency evacuation routes clearly indicated (signage) |  |  |
| Emergency evacuation routes lead to a safe external assembly point |  |  |
| Emergency evacuation routes lit to allow safe evacuation\* |  |  |
| Emergency evacuation routes clear of obstruction  |  |  |
| Emergency exit doors unlocked, easy to open and open fully |  |  |
| Emergency lighting available in the event of a power failure\* |  |  |
| Smoke and fire detection installed\*\* |  |  |
| Alarm system for emergency warning\*\* |  |  |
| Fire extinguishers available |  |  |
| Venue has emergency evacuation arrangements – where the venue does not have suitable arrangements we should implement our own – roles and responsibilities clearly defined |  |  |
| 1st Aid provision\*\*\*  |  |  |
| Access for people with disabilities |  |  |
| Appropriate level of security – dependant on local conditions\*\*\*\* |  |  |
| Adequate security arrangements for storing question papers and scripts at the venue in accordance with BC and awarding body regulations. |  |  |
| Safe access for staff with exam papers in order to avoid injury e.g. avoiding carrying heavy cases up stairs etc. |  |  |
| Adequate hygienic WC facilities |  |  |
| Venues for one-to-one exams for under 18’s should be rooms which are visible from the outside, either through a glass panel in the door or by using a ground floor room with large windows. Hotel rooms should be avoided.  |  |  |
| Venues for exams for under 18s must have a safe waiting area for young learners to congregate in before and after the exam. If adults and children are attending the same exam sitting, the waiting area should be separate from the waiting area for adults.  |  |  |
| Where under 18s cannot be dropped off at and collected from the safe waiting area, an additional safe drop off/collection area at the entrance to the venue where there is no risk from traffic and where their arrival and collection can be supervised must be provided. |  |  |
| **Notes** |  |  |
| **\*** In circumstances where emergency lighting unavailable, it could be provided by battery operated units or torches.  |  |  |
| **\*\*** In circumstance where there is no automatic smoke or fire detection and alarm, it should be provided, either by temporary installing smoke detectors or having a fire patrol and system of raising the alarm such as a prearranged signal, hooter or bell. |  |  |
| **\*\*\***1st Aid could either be provided by the BC invigilators or the venue following prior agreement  |  |  |
| **\*\*\*\***Venue security arrangements will vary significantly according to the geographic location |  |  |

**Additional Points to Ensure Health and Safety:**

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| **Examination Hall/Room Requirement** | **Yes** | **No** | **Not Applicable** | **Comments: If no, then can it be arranged?****In-house/outsourced/complementary or cost wil be charged?** |
| Arrangements in place to cater candidates with special needs. | [ ]  | [ ]  |  |  |
| Optimum noise level (low to nil), fit for examination purpose, like provision of noiseless AC cabinets (if being used) inside the hall/room and no disturbance in the surrounding areas of the hall/room | [ ]  | [ ]  |  |  |
| Stationary/ storage room is secure with two-tiered locking provision | [ ]  | [ ]  |  |  |
| Window/s in the storage room must have Iron bars to make it/them even more secure | [ ]  | [ ]  |  |  |
| Rooms for special arrangement exams are available | [ ]  | [ ]  |  |  |
| **Security’s Requirement** | **Yes** | **No** | **Not Applicable** | **Comments: If no, then can it be arranged?****In-house/outsourced/complementary or cost wil be charged?** |
| Security guards are available at the main entrance | [ ]  | [ ]  |  |  |
| Security Guards are available with number of ( 05 M / 00 F ) guards | [ ]  | [ ]  |  |  |
| Security Company adheres to Safeguarding policy | [ ]  | [ ]  |  |  |
| Metal Detectors are in working condition | [ ]  | [ ]  |  |  |
| Walk through Gates with provision of un-interrupted power supply (UPS / Generator) is/are available | [ ]  | [ ]  |  |  |
| Including staff members Identification of visitors is checked and record is maintained  | [ ]  | [ ]  |  |  |
| Arrangements at the main entrance for immediate communication with office administration and the contact person (walkie talkie sets available)  | [ ]  | [ ]  |  |  |
| Escalation procedures are in place in case of any emergency (“whom to report” cycle is clear) | [ ]  | [ ]  |  |  |
| Water arrangements in place for security staff | [ ]  | [ ]  |  |  |
| CCTV Monitoring arrangements for the surrounding area of the exam centre is available | [ ]  | [ ]  |  |  |
| Is there any VIP residence near the venue  | [ ]  | [ ]  |  |  |
| Distance from the Nearest Police station **Name:** **Contact Number:**  |
| Distance from the Nearest Emergency Service * Fire Brigade: [1122](https://www.google.com/search?q=fire+brigade+number+queta&rlz=1C1GCEA_enGB880GB881&oq=fire+brigade+number+queta&aqs=chrome..69i57j0i131i433i512j0i512l8.9065j0j7&sourceid=chrome&ie=UTF-8)
 |
| Nearest Hospital**Name:** **Contact Number:**   |
| **House Keeping Requirement** | **Yes** | **No** | **Not Applicable** | **Comments:** **If no, then if it can be arranged?****In-house / outsourced/complementary or cost will be charged**  |
| Fully functional air conditioning during Summers and adequate heating arrangements during Winter available with back up power supply | [ ]  | [ ]  |  |  |
| No. of washrooms and cleaning staff; separate arrangements for Male and Female candidates and maintained by Male and Female staff respectively are available | [ ]  | [ ]  |  |  |
| Head Table with chairs is available | [ ]  | [ ]  |  |  |
| Clean Desks are arranged as per BC requirement  | [ ]  | [ ]  |  |  |
| Arrangement for Mineral Water (international brand) & Dispensers, Disposable Glasses are available | [ ]  | [ ]  |  |  |
| Availability of backup power supply | [ ]  | [ ]  |  |  |
| Adequate First-Aid arrangements and first Aider are available, (Stretcher, Bandage etc) having valid expiry dates | [ ]  | [ ]  |  |  |
| **Key Personnel – Venue Management Requirement** | **Yes** | **No** | **Not Applicable** | **Comments:** **If no, then if it can be arranged?****In-house / outsourced/complementary or cost will be charged**  |
| Designated individual is deployed for coordination with BC staff to ensure that arrangements are up to the required standards and contact details are available  | [ ]  | [ ]  |  |  |
| Other staff are available for effective venue management and co-ordination, cleaning of premises, setup of hall/room, etc | [ ]  | [ ]  |  |  |

**Please share the recommendations of Assessment if any.**

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| --- | --- |
| **Recommendations**  |  |

**Approved by:**

**Date:**

**Signature:**