

Site Requirements: Leading a Team Safely

This form is for reference only.

A full Site Requirements Sheet will be emailed, and must be completed, prior to any onsite training being booked.

Details	Delegate's full name, home address, date of birth and national insurance number Delegate's previous certification (<i>for refresher courses only</i>)
Welfare Facilities	Toilets An area for refreshments Information on fire procedures First aid provisions for all areas where training will take place
Training Room	Seating for up to 12 delegates, plus instructor Table/s for up to 12 delegates to complete paperwork Table/s for instructor to set up a laptop and projector, and to complete paperwork 240v power supply with available sockets for laptop and projector Screen or blank wall for projection Adequate heating / ventilation