

## 4D – Continuing Professional Development (CPD): Policy and Procedure

### APPENDIX 2 Checklist for Hiring Rooms outside of BU

In order to ensure that rooms being used outside of BU are compliant with the Equality Act and have all the facilities and equipment required for delivering the short course/unit, the following Checklist should be completed by the Unit Leader (or nominee) in advance of delivery.

	Yes / No / N/A	Comments/further information	Checked by	Date
Has the building/venue been subject to an access audit? If so, please provide the date when this was carried out.				
Does the building/room have wheelchair access?				
Does the building have toilets and washrooms (male/female/disabled)?				
Does the building have working lifts?				
Are the building's evacuation points known?				
Does the building have a fire evacuation plan?				
Does the building/room have sufficient lighting and ventilation?				
Are there refreshment facilities in the building or nearby?				
Does the building/room have wi-fi access?				
Is there an adequate number of tables and chairs available in the room?				
Is there sufficient AV equipment in the room?				
Are there induction loops in the room?				
Is there a named on-site contact?				

Please note that if there is inherent risk (that's not trivial, so can largely be ignored and not required by law to be recorded) in the activity, a risk assessment must be completed. Please contact the BU Health and Safety team for further information [healthandsafetyteam@bournemouth.ac.uk](mailto:healthandsafetyteam@bournemouth.ac.uk).