

Prior to Exam – Test Day	Comments	Met
Emergency evacuation routes are lit to allow safe evacuation*		
Emergency lighting is available in the event of a power failure*		
Emergency evacuation routes clear of obstruction		
Emergency exit doors unlocked, easy to open and open fully (walk emergency routes and check)		
Smoke or fire detection and emergency alarm in place **		
Fire extinguishers available and staff trained to use them		
Exam staff are familiar with the emergency arrangements and have a point of contact for the venue		
1 st Aid is available***		
Emergency evacuation plan for disabled people as necessary		
Adequate access to suitable security measures****		
Candidates briefed regarding emergency evacuation arrangements		
Means of summoning assistance		

Venue staff should be familiar with the <u>Child Protection Policy</u> and <u>Child Protection Code of Conduct</u> and available at the venue along with contact details for the Child Protection Focal Point and copies of the Child Protection (CP) incident reporting form and incident action log.		
Where venues for one-to-one sessions for under 18s are not visible from the outside a second adult (an invigilator or member of the exams team) available to sit at the back of the room.		
Exam staff to be familiar with the reporting process for CP incidents		
Under 18s and their parents to be reminded of the 'pick up' policy which they would have signed up to on registration		
The safe waiting area for under 18s should be supervised by a member of the exams/invigilation team, as should the drop off/collection point for under 18s.		
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.		
***1 st 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		

Name of Exam Venue:_____

Venue checked by:_____

Date:_____