



SITE APPROVAL CHECKLIST

December 2017

Whilst undertaking an inspection the IFA representative will be reviewing the following:

BUILDING

Part of a University/College	
Privately owned building	
Rented Rooms/Offices	

DISABILITY ACCESS

Ground Floor	
First Floor	
Lift Available	
Ramp Available	
Parking Facilities	
Other	

INSURANCE

Building Insurance	
Professional Indemnity Insurance and Public Liability	
Staff liability Insurance/Student cover onsite	

FACILITIES

Number of rooms	
<p>Classroom Size(s)</p> <p>*Room to fit 8 couches for Aromatherapy Diploma practical - if it does not you will need to hire a room for the examinations - photographs and address required.</p> <p>NB. Please note every space has a limit to the number of students that can comfortably practice which is more than just the 12 square feet taken up by a massage couch. You will also need to account for arms, legs, perpendicular movements etc. and allow enough space between massage couches.</p> <p>We recommend that teachers practice in the space without your students to ensure suitability.</p>	

Security Facilities (e.g. lockers)	
Refreshment area	
Bathroom/Handwashing facilities	
Changing Room Facilities	
Kitchen (essential for PEOT Qualification providers)	
First Aid Provisions	
Temperature control - Heating/Cooling/Ventilation where essential oils are used.	

DÉCOR

Lighting	
Furniture	
General Ambience	
State of repair/decoration	

TEACHING RESOURCES

Massage Couches	
Couch protector rolls	
Stools	
Trolleys	
Chairs and Table	
Towels	
Blankets	
Therapy Cushions	
Essential Oils/ Carrier Oils	
Cleansing equipment	
Blending Equipment	

Smelling Strips	
Textbooks	
Posters	
Whiteboard/ Flip Charts	
Overhead/Slide/LCD projector	
Video recorder & camera	
Photocopier	
Anatomical charts	
Wall charts	

HEALTH & SAFETY

Hygiene/Cleanliness	
Exit signs	
Fire Door	
Extinguisher/blanket	
Smoke alarm	
Safety of heating/cooling/ventilation	
Safety of electrical apparatus	
Safety of electrical apparatus	
Safe storage of materials	
Equipment serviced & maintained	
Maintenance register and check certificate	

The IFA representative will take pictures of the premises whilst undertaking the inspection. All premises must be fully furnished before requesting an inspection.