



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	
Classroom Size(s)	
*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.	
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.	
We recommend that teachers practice in the space without your students to ensure suitability.	

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.