

WHS Information for Lecture Room

/ Teaching Sessions

WHS-PLAN-INFO-019a



This is a checklist for all lecture rooms and teaching spaces.

All speakers/lecturers should first view the Emergency Evacuation Diagram located near the entrance and take note of:

- The nearest Emergency Exit
- The Emergency Assembly Point
- The location of Emergency Equipment as indicated on the diagram.

Visual checks at the start of the session for the speaker / lecturer:

- Room signage is adhered too (i.e., no food and drink).
- Everyone has the correct footwear.
- Room set up does not block building exits / create any hazards.
- Room set up does not block access to firefighting equipment.
- Ensure exits and escape signage are in place and lit.
- Will anyone in my lecture require assistance to evacuate during an emergency?

At the commencement of the semester/other meetings the speaker / lecturer should verbally advise:

- The exits to use in the event of a fire or other emergency and the nominated assembly area.

Visual check at the end of the session / lecture:

- Ensure room set up does not block access to firefighting equipment.
- Ensure room set up does not block access to building exits.
- Ensure the room is clean and tidy.

Stand-alone lecture theatre and outside normal hours lectures:

- The lecture/ speaker will act as a warden if the building is a standalone lecture theatre or if the lecture/meeting is outside normal office hours.