

Host Venue Safety & Instructor Access Form

Just Self Defence | Confidential | Return to JSD before the course date

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Important — Confidential Information Notice: This form must be completed by the Host Organiser and returned to JSD before the course date. Any alarm codes, access codes, or key information contained within this document must only be shared with authorised persons directly involved in the event.

1. Event Information

Course Name

Course Type

Event Date

Start Time

Finish Time

Venue Name

Venue Address

2. Host Contact Information

Host Name

Host Telephone Number

Host Email Address

Emergency Contact Name

Emergency Contact Number

3. Venue Access Information

Who will open the venue?

Instructor access time

Entry instructions

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Keys / Codes / Alarm Information

Key collection instructions

Door access code (if applicable)	Alarm code / disarming instructions
Alarm reset instructions	Lockbox location / code (if applicable)

4. Venue Facilities

Toilet facilities location

Fire exits location

Heating / lighting controls

Parking information

Restricted areas (if any)

WiFi details (optional)

5. Venue Safety Checklist — Please tick to confirm

- | | |
|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <input type="checkbox"/> Venue is clean and suitable for training | <input type="checkbox"/> Sufficient open floor space available |
| <input type="checkbox"/> Walkways and exits are clear | <input type="checkbox"/> Emergency exits are accessible |
| <input type="checkbox"/> Flooring is safe and free from hazards | <input type="checkbox"/> Lighting is adequate |
| <input type="checkbox"/> Ventilation / heating is suitable | <input type="checkbox"/> Toilets are accessible |
| <input type="checkbox"/> No dangerous obstacles present | <input type="checkbox"/> Basic first aid access available |
| <input type="checkbox"/> Chairs / tables can be safely moved if required | <input type="checkbox"/> Parking / location instructions provided to participants |

6. Training Space Information

Approximate room size

Maximum participant number expected

Can furniture be moved if required?

Yes

No

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Any flooring concerns?

Any venue noise restrictions?

Any known safety concerns or restrictions?

7. Emergency & Important Information

Venue Manager / Caretaker Contact (if applicable)

Emergency procedures or instructions

Participant Additional Needs: If any participants have known additional needs or considerations that may affect safe participation, please note them below. Handle this information in accordance with GDPR / Data Protection regulations — share only with those directly responsible for delivering the course and delete when no longer required.

8. Venue Closing Procedure

Who is responsible for locking the venue?

Key return instructions

Alarm setting instructions

Lights / heating shutdown instructions

Waste / rubbish instructions

Any additional closing instructions

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9. Host Declaration

I confirm that the information provided in this form is accurate to the best of my knowledge and that the venue has been checked for basic safety and suitability for the planned event. I understand that this information will be shared with the JSD instructor assigned to this course.

Host Name (print)

Date

Signature

Please return this completed form to JSD at least one week before the event date. Email: justselfdefence@gmail.com