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## ***Health and safety information***

### **Ventilation**

Almost all equipment gives off heat, which can build up during the day and become quite oppressive for users, as well as detrimental to the equipment.

For this reason, TEAM4Excellence controls temperature and humidity inside Classroom using air conditioning unit, to maintain temperature between 19 and 25 degrees Celsius, and humidity between 40% and 60%.

### **Lighting**

Lighting into the TEAM4Excellence classroom is designed for the tasks that individuals are carrying out within that environment and the windows are fitted with blinds to avoid glare for display screen users.

### **Emergency lighting**

The emergency lighting of TEAM4Excellence complies with local regulations and it is tested and maintained periodically.

### **Noise**

TEAM4Excellence is an organization and the level of sound is kept to a minimum and comply with local regulations.

### **Electrical safety**

TEAM4Excellence provides sufficient electrical outlets are available so that all equipment can be positioned and used safely. The location of electrical equipment depends on the length of cables and the availability of sockets for telephones, TV aeriels and power. The location of the equipment does not increase the risk of danger to equipment or users.

Regular visual checks of plugs, leads and other electrical equipment are undertaken.

### **Fire warning systems and exits**

TEAM4Excellence fire warning system is provided with fire alarm for evacuation and emergency purposes. Students are notified about possible tests and how and where to proceed in emergency situations before starting the classes.

Gangways and emergency exits are marked with proper signage and are kept clear/unobstructed at all times. Appropriate fire-fighting and first aid equipment are close to hand and clearly signed.

**Alcohol Policy**

No alcohol may be consumed by any delegate during the course. This is to ensure the safety of TEAM4Excellence reserves the right to remove any person from the course if suspected of partaking of alcohol during tuition or arriving for tuition under the influence of alcohol.

**Smoking Policy**

TEAM4Excellence has a no smoking policy. There are designated smoking areas external to the building which may be utilized.

Please do not hesitate to contact us if we can be of further assistance.

[office@team4excellence.ro](mailto:office@team4excellence.ro)

No	Student's Name and Surname	Period of course	Signature
1			
2			
3			
4			
5			
6			
7			
8			

**Instructor signature,**

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**Date**.....