



Julian Teaching School Hub Covid-19 mitigation procedure for external training.

This checklist is based on NCC premises checklist for employee visits and training.

This checklist is for any training events taking place in person at any venue, where organised by the Julian Teaching School Hub.

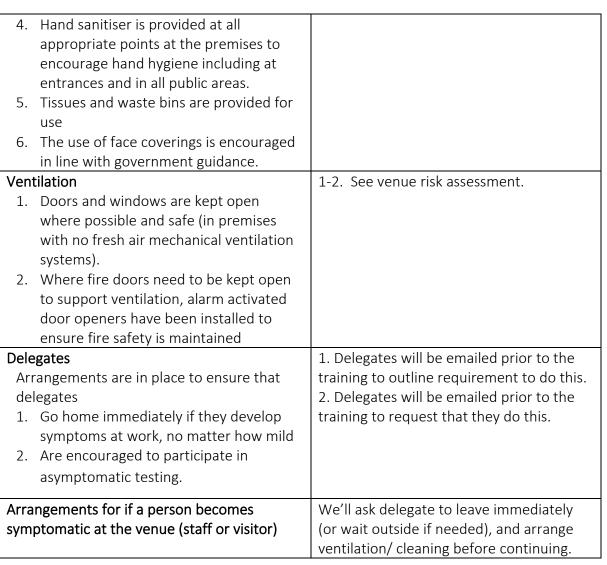
This is to be used **alongside**, rather than to replace, formal Risk Assessments provided by the venue(s), which will be shared prior to any in person session.

Consideration	Response
Visitor safety	1. Covid RA shared, and email sent to
1. Appropriate information relating to	delegates prior to event with
visitor safety on the site will be provided	specific mitigation instructions
about the safety arrangements to follow	(including LFTs, symptom check,
when on premises	masks)
2. Visitors to the premises are recorded	2. Register taken on the day
Cleaning and disinfection	1. See venue risk assessment for
Cleaning frequencies have been increased	assurance.
where required and frequently touched	2. The Julian Teaching School Hub will
surfaces for example, door handles, light	provide antibacterial wipes and
switches and work surfaces are cleaned and	hand sanitiser on the day of the
disinfected twice a day as a minimum using	event.
suitable products	
Space and premises arrangements	1. Training room will be set out to
1. Arrangements are in place to ensure	maximise space between people,
people can maintain respectful space as	and delegates will be grouped with
much as is practicable	people from their own school.
2. Meeting rooms have been assessed and	2. As above.
altered to ensure as much space is	3. These will be avoided where
provided as possible	possible, and masks will be
3. Direct face to face interactions are	encouraged. We will encourage
avoided in close contact where possible	delegates to take refreshments
	back to tables, over a period of
	time, to avoid clustering.
Hygiene measures	1-3, 5. See venue risk assessment for
1. Liquid soap, hand towels (or hand	assurance.
dryers) are provided for handwashing. 2. Toilet facilities are marked to enable	 The Julian Teaching School Hub will provide antibacterial wipes and
respectful space to be maintained	hand sanitiser on the day of the
(queuing and for handwashing) and	event.
regularly cleaned.	 Wearing of masks will be
3. Hand washing and drying stocks are	encouraged.
checked regularly and replenished.	





ST JOHN THE BAPTIST CATHOLIC MULTI-ACADEMY TRUST



Sample email to delegates:

Dear colleagues,

We look forward to seeing you on [date] for the [event] at [venue].

Please could we ask you to do a **lateral flow test** on the morning of the training (or the evening before) and to consider wearing a mask during the day wherever practical.

We have been careful to book a large, well-ventilated venue, and you can read the covid risk assessment for the venue, along with our Covid-19 mitigation checklist **[here]**.