



**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
<p><b>Visitor safety</b></p> <ol style="list-style-type: none"> <li>Appropriate information relating to visitor safety on the site will be provided about the safety arrangements to follow when on premises</li> <li>Visitors to the premises are recorded</li> </ol>	<ol style="list-style-type: none"> <li>Covid RA shared, and email sent to delegates prior to event with specific mitigation instructions (including LFTs, symptom check, masks)</li> <li>Register taken on the day</li> </ol>
<p><b>Cleaning and disinfection</b></p> <p>Cleaning frequencies have been increased where required and frequently touched surfaces for example, door handles, light switches and work surfaces are cleaned and disinfected twice a day as a minimum using suitable products</p>	<ol style="list-style-type: none"> <li>See venue risk assessment for assurance.</li> <li>The Julian Teaching School Hub will provide antibacterial wipes and hand sanitiser on the day of the event.</li> </ol>
<p><b>Space and premises arrangements</b></p> <ol style="list-style-type: none"> <li>Arrangements are in place to ensure people can maintain respectful space as much as is practicable</li> <li>Meeting rooms have been assessed and altered to ensure as much space is provided as possible</li> <li>Direct face to face interactions are avoided in close contact where possible</li> </ol>	<ol style="list-style-type: none"> <li>Training room will be set out to maximise space between people, and delegates will be grouped with people from their own school.</li> <li>As above.</li> <li>These will be avoided where possible, and masks will be encouraged. We will encourage delegates to take refreshments back to tables, over a period of time, to avoid clustering.</li> </ol>
<p><b>Hygiene measures</b></p> <ol style="list-style-type: none"> <li>Liquid soap, hand towels (or hand dryers) are provided for handwashing.</li> <li>Toilet facilities are marked to enable respectful space to be maintained (queuing and for handwashing) and regularly cleaned.</li> <li>Hand washing and drying stocks are checked regularly and replenished.</li> </ol>	<ol style="list-style-type: none"> <li>1-3, 5. See venue risk assessment for assurance.</li> <li>The Julian Teaching School Hub will provide antibacterial wipes and hand sanitiser on the day of the event.</li> <li>Wearing of masks will be encouraged.</li> </ol>



<ol style="list-style-type: none"> <li>4. Hand sanitiser is provided at all appropriate points at the premises to encourage hand hygiene including at entrances and in all public areas.</li> <li>5. Tissues and waste bins are provided for use</li> <li>6. The use of face coverings is encouraged in line with government guidance.</li> </ol>	
<p><b>Ventilation</b></p> <ol style="list-style-type: none"> <li>1. Doors and windows are kept open where possible and safe (in premises with no fresh air mechanical ventilation systems).</li> <li>2. Where fire doors need to be kept open to support ventilation, alarm activated door openers have been installed to ensure fire safety is maintained</li> </ol>	1-2. See venue risk assessment.
<p><b>Delegates</b> Arrangements are in place to ensure that delegates</p> <ol style="list-style-type: none"> <li>1. Go home immediately if they develop symptoms at work, no matter how mild</li> <li>2. Are encouraged to participate in asymptomatic testing.</li> </ol>	<ol style="list-style-type: none"> <li>1. Delegates will be emailed prior to the training to outline requirement to do this.</li> <li>2. Delegates will be emailed prior to the training to request that they do this.</li> </ol>
<p><b>Arrangements for if a person becomes symptomatic at the venue (staff or visitor)</b></p>	We'll ask delegate to leave immediately (or wait outside if needed), and arrange ventilation/ cleaning before continuing.

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]**.