### Safety checklist for face-to-face training

**Choosing the venue**

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| **Safety measure** | **When?** | **By whom?** | **Completed** |
| Does the location of the venue reduce travel times, parking and the need for overnight stays? | Prior to booking | Course organiser |  |
| Does the venue have adequate room and facilities so that attendees can social distance, including break out rooms? Agree with the venue what is to be set up before attendees arrive. |  |
| Is there adequate ventilation? |  |
| Are there other events happening in the venue at the same time? |  |
| Are the entrances/exits and toilets exclusive for attendees? |  |
| Can breaks be staggered so that your participants do not have to mix with other venue users? |  |
| Have you received the venue’s Covid measures? |  |
| Have you checked if there are local Covid measures that need to be followed? |  |
| Check the catering options. |  |

**Information to be sent to attendees**

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| **Safety measure** | **When?** | **By whom?** | **Completed** |
| Course advertised to local branches. | After the venue has been booked  Once the place has been booked | Course organiser |  |
| Inform attendees of the venue and travel options and that it is still advisable to wear a mask on public transport. |  |
| Inform attendees of the Covid measures that are in place locally. |  |
| Inform attendees of the Covid measures that are in place at the venue. |  |
| Inform attendees of the Covid measures that are in place for the course. |  |
| Advise attendees that they should not attend if they have had a positive Covid test or have symptoms or have been told to self-isolate through track and trace. |  |
| Advise attendees to use the NHS Covid app |  |
| Advise attendees of catering options and whether they have to give their preferences in advance |  |
| Deal with any reasonable adjustment requests from vulnerable attendees |  |
| Ensure that extra face masks or signage are taken, or sent, to the venue (NHS QR poster) |  |

**On the day of the training**

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| **Safety measure** | **When?** | **By whom?** | **Completed** |
| Check that the room has been set up and cleaned as agreed. If not, rearrange it so that it has the agreed spacing between participants. | Before the course starts | Course trainer |  |
| Is the ventilation set as planned? |  |
| Is there hand sanitiser in the room? |  |
| Is there appropriate signage? |  |
| Check that breaks are staggered if there are other users in the venue. |  |
| Check evacuation procedures. |  |
| Brief attendees on the safety measures during the course. |  |