

COVID19 Face 2 Face Delivery Risk Assessment for Course Venues



Course Venue _____ Course Date(s) _____

PREVENTING THE SPREAD OF COVID-19	ACTIONS REQUIRED TO BE TAKEN	YES	NO
Course venue requirements	Course venue must have a current and functioning COVID-19 risk assessment policy in place and must be completed by a competent person.		
	Course venue must have social distancing signage in place along with floor markings where appropriate to maintain 2 metre social distancing in reference to governmental guidance.		
	Course venue must have individual toilet facilities with hot water, antibacterial soap, and paper hand towels. These facilities must be cleaned on a frequent basis as detailed in the venue COVID-19 risk assessment.		
	Course venue to have the capacity and to enable course delegates to prepare and serve their own drinks and permit eating of their own food		
Venue access and egress	Only a-symptomatic and low risk delegates to attend.		
	Discourage the use of public transport, car sharing if they are not from the same household and visiting local shops.		

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	Scheduled start and finish times to coincide with least people movement within the building as also on external walkways to training area.		
Social distancing	Course venue comfortably enables course delegates and the trainer to maintain a 2-metre social distancing throughout the duration of the course. This includes additional space for delegate to take individual practical assessments with course trainer.		
	Social distancing maintained by all delegates and other people using the same building at all times.		
	Extend scheduled breaks to enable free movement of delegates but maintain 2-metre social distancing		
	Delegates are free to use toilet facilities whenever they require too to stop people congregating to use the toilet facilities.		
	Provide and encourage an agreed method so that any delegate can share their concerns regarding social distancing, hygiene, and cleanliness not being met during course sessions.		
PPE equipment	Encourage the use of face masks to protect other delegates from airborne droplets.		
	Encourage the use of gloves when using their own manakin and equipment.		
	Encourage the use of CPR shield during CPR tasks		

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Personal hygiene	All delegates required to wash hands upon arrival at the course venue and during their training day (for a minimum of 20 seconds on each occasion as directed by NHS)		
	Disposable wet wipes in sealed packets are inside individual training packs for desk and chair cleaning at each section of the course.		
	Hand sanitiser is available at various points in the training room and also in delegates individual training packs for their use throughout the course.		
	Individual tissue packs are provided to all delegates in the room for coughs and sneezes to be made into and disposed of in special bins provided.		

Trainer / Assessor Name:		Date:	
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Additional notes: