

DCPC COVID-19 Training Concurrence

Actions required before a course

Book an appropriate room after agreement with the PIC, which is large enough for the number of Delegates required, plus Trainer. For now the max number of delegates will be 6. All meeting rooms will have a maximum occupancy for the specific room (this should be notified on the door).

Notify the CWU Area Safety Rep that a course will be taking place and should they wish to check the room/facilities beforehand.

Ensure the site is adhering to Covid compliance standards - one way system in place for the room(enter/exit), floor markings are clear etc.

The room selected for training is included with the current onsite cleaning regime and will be fully cleaned before and after the course.

Additional to the point above, that an agreement is in place with the PIC that throughout the day of the course, the common touch points for the room are included for onsite cleaning regime.

The room being used is set up for social distancing rules (at least 2m), with separate chairs/desks all facing the same way. If 2m+ can be used then even better.

Room has adequate ventilation and no air con or desk fans will be in use on the day

Agreement with the PIC that hand sanitiser, wipes, gloves and masks will be available for everyone attending on the day, in the room.

HRS have been notified of the course being run, along with Delegate names so a module repeat check can be

As part of the joining instructions, HRS will include details for all Delegates around informing ADC/HRS of any Covid type symptoms, or if they have been in contact with anyone displaying symptoms. If the answer is yes, then they will not be able to attend the course.

During a course (on the day)

Prior to the start of the course, check that the room set up is as agreed at time of booking (layout) and has been fully cleaned/sanitised. (option of paper document)

As delegates arrive, ask them outside of the room as a final check about any Covid/unwell symptoms. If any answer is yes then attendance on the course cannot be granted and the individual to follow the Business/Government guidelines.

At the start of the course as part of introductions, a reminder from the Trainer around delegates maintaining social distancing of 2m and to frequently sanitise and wash hands. Also a reminder that PPE is available throughout the day for their use. The wearing of masks are currently strongly recommended within our indoor

When any group work activities come up as part of the original course content, then these are completed with the alternatives from the zip file shared.

After the course

Paperwork submitted back to HRS as normal and any feedback on how the course has gone under Covid restrictions are then shared

