



Charles Bloe Training Ltd

PROFESSIONAL DEVELOPMENT FOR PEOPLE WHO CARE

### Covid-19 CBT Face to Face Training: Venue Checklist

At Charles Bloe Training we have completed a risk assessment to identify the risks for the training we are due to deliver at your venue and how CBT will seek to mitigate these risks. As a consequence of that we have composed the checklist below for you to complete and send back to us ahead of any bookings we have with you. **Please provide a comment next to each bullet point in the list below.**

Please refer to our risk assessment so that we can be assured everything is in place to proceed with our booking.

|   |  |
|---|--|
| <b>Venue:</b>   |  |
| <b>Dates of Booking(s):</b>                               |  |
| <b>Name and Signature of Person Completing Checklist:</b> |  |
| <b>Date:</b>  |  |
| <b>Venue Contact on the Day</b> (name and number):        |  |

**Comments:** (please use this section to add any further information/links/comments)



## Checklist

| Risk Topics  | CBT Venue Requirements   | Venue Comments   |
|--|--|--|
| Arrival, Parking and Getting Around Premises<br>Organisation of Traffic Routes Etc     | <ul style="list-style-type: none"> <li>Confirm 'traffic routes' will be prominent</li> <li>Confirm the location/availability of hand sanitiser on entrance/exits of building</li> <li>Provide 'movement and touch map' of premises and process to calculate pedestrian routes, designated entry and exit points and high-risk areas, including queuing areas and emergency evac muster points</li> </ul>           | <ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul>             |
| Hand Sanitiser/ Hand Washing   | <ul style="list-style-type: none"> <li>Confirm location of hand washing stations/ sanitisers around the premises and near high touch areas – and confirm these will be clearly identifiable</li> <li>Confirm hand washing signage will be displayed prominently</li> <li>Provide 'touch map' of process/ equipment to calculate pedestrian routes, designated entry and exit points and high-risk areas</li> </ul> | <ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul>             |
| Social Distancing, Room Dimensions, Space & Work area                                  | <ul style="list-style-type: none"> <li>Confirm maximum room occupancy numbers to allow for persons to maintain social distancing</li> <li>Confirm room will be set out to adhere to social distancing requirements</li> <li>Confirm prominent signage will be displayed re: social distancing</li> </ul>   | <ul style="list-style-type: none"> <li>Capacity is:</li> <li></li> <li></li> </ul> |
| Cleaning/ Washing/ Changing  | <ul style="list-style-type: none"> <li>Confirm workspaces will be cleaned between sessions if more than one session in a day</li> </ul>  | <ul style="list-style-type: none"> <li></li> </ul>                                 |
| Venue Ventilation/ Temperature, Lighting   | <ul style="list-style-type: none"> <li>Confirm natural ventilation is possible in training room</li> <li>The use of air con should be avoided</li> </ul>   | <ul style="list-style-type: none"> <li></li> <li></li> </ul>                       |
| Cross Contamination/ Control of Infection (discreet), including Toilets and Wash Rooms | <ul style="list-style-type: none"> <li>Provide touch/ movement map to identify areas where enhanced cleaning procedures may be needed</li> <li>Confirm what procedures are in place for the use of toilet facilities and the operation of these</li> </ul>   | <ul style="list-style-type: none"> <li></li> <li></li> </ul>                       |
| Waste Materials:   | <ul style="list-style-type: none"> <li>Provide foot operated or 'open' bins</li> </ul>   | <ul style="list-style-type: none"> <li></li> </ul>                                 |
| First aid  | <ul style="list-style-type: none"> <li>Confirm number of first aiders is adequate to meet number of personnel on the premises - this is no different to normal circumstances but section included in the risk assessment for completeness</li> </ul>   | <ul style="list-style-type: none"> <li></li> </ul>                                 |
| Fire Safety  | <ul style="list-style-type: none"> <li>Confirm evacuation procedure has been reviewed to ensure sufficient fire wardens</li> <li>Confirm muster points will allow safe social distancing</li> </ul>  | <ul style="list-style-type: none"> <li></li> <li></li> </ul>                       |