**Safety Checklist**

**Operational Training events with external/internal training providers.**

|  | **Item** | **Yes** | **No** |
| --- | --- | --- | --- |
| 1 | Face to Face training required outside of the Covid19 Assessed locations at Hatherleigh?  |  |  |
| 2 | Approval obtained by Manager/Senior Manager |  |  |
| 3 | Is an External Contractor undertaking training? ***If Yes Covid19 Risk Assessment from contractor required*** |  |  |
| 4 | Can theory element of training be undertaken via Teams? ***If Yes proceed to question 8*** |  |  |
| 5 | Can all training be undertaken outside and not using a classroom?***If Yes proceed to question 8*** |  |  |
| 6 | Suitable Meeting Room available***ONLY COVID19 ASSESSED SECURE LOCATIONS PERMITTED*** |  |  |
| 7 | Never exceed assessed room numbers, see Site COVID Risk Assessment |  |  |
| 8 | Suitable site location available and agreed with site manager***ONLY COVID19 ASSESSED SECURE LOCATIONS PERMITTED*** |  |  |
| 8 | Does the proposed training venue have sufficient stock of Hand Sanitiser / Face Masks etc? |  |  |
| 9 | Suitable Welfare considered? COVID19 Assessed Washroom/toilet facilities |  |  |
| 10 | Room layout maintains 2m distance and diagonal seat arrangements |  |  |
| 11 | Staggered start times / lunch times inline with site location requirements |  |  |
| 12 | All training internal / external Covid19 Risk Assessment completed ***Template to be included in checklist / brief*** |  |  |
| 13 | Contact your HSSA Advisor for final review / advice |  |  |
| 14 | All Covid19 controls are briefed prior to training – with Trainer/Contractor/Delegates |  |  |

**Now you must complete the following COVID 19 Risk Assessment template**

