



COVID-19 Secure Pre-Course information for training sessions

Thank you for booking your training at Hill End! We look forward to seeing you here very soon.

We have put in place new measures to keep all our site users safe and would like to draw your attention to some of these important changes.

Before your visit:

- You and your family must follow the current public health advice regarding Covid-19.
- If you, or anyone in your family or household, has symptoms of Covid-19 (including: high fever/temperature, new persistent cough or loss of taste/smell), then you should self-isolate in accordance with public health guidance and not visit Hill End.

Please check the most up to date guidance before your visit here:

<https://www.gov.uk/coronavirus>

- Some people are more vulnerable to Covid-19, and need to remain more cautious. We will take the additional precautions as set out below, but we are not responsible for decisions on whether or not individuals should attend our courses.

Please respond to the covering email to confirm that you do not have symptoms of Covid-19 and should not be self-isolating at the current time.

If this changes prior or during your visit you must inform the course organiser

You will be prevented from attending your training course if you do not consent to this pre-course symptom screening.

- Remember to bring outdoor clothes/footwear, your lunch and a re-useable bottle or cup. We cannot provide items to share or borrow (we will provide hot and cold water, tea and coffee etc. in individually packaged portions).

On arrival at Hill End – please ensure that you:

- Observe the recommended social distancing at all times (2 metres between individuals wherever possible, and at least one metre).
- Use the one-way system to and from the car park (when in operation) to ensure everyone can keep a safe distance from other site users.
- Make your way straight to your training area or building and sign in there (no need to report to reception).

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- Use hand sanitiser before you enter our site (using the outside dispenser in the car park - we also have other sanitation points on the outside of other buildings you can use during your visit).

You will be prevented from entering the training room if you show or develop any signs or symptoms of Covid-19 (including: fever/high temperature, new cough, and loss of taste/smell) at any point during your training.

During your training – please ensure that you:

- Follow all Covid-19 guidance provided by your trainer (or you may be asked to leave the course).
- Maintain social distancing as instructed, including during breaks, to prevent gatherings around resources, refreshment areas or toilets.
- Wear a mask indoors where social distancing may be more difficult to maintain at all times.
- Wash your hands frequently when possible (using the recommended technique displayed on our posters for at least 20 seconds), and especially before eating and drinking.
- Do not share any resources, food or other items between individuals.

We will:

- Highlight and explain these new rules at the beginning of our sessions.
- Host our training outside as much as practicable, or in suitable, well-ventilated spaces.
- Ensure learners have enough space to easily spread out and socially distance during activities.
- Provide separate resources as appropriate.
- Put in measures to allow social distancing in busier areas such as gates and toilets.
- Clean toilets and frequently touched surfaces regularly and thoroughly.
- Challenge any site user who is not following these new requirements.
- Ask any persons displaying symptoms of Covid-19 during their visit to leave as soon as practicable.
- Share our full Covid-19 secure risk assessment with site users on request.

Contact details and track & trace:

- We will follow the relevant public health advice on track and trace.
- If we are informed that someone else taking part in the same session developed symptoms of Covid-19 within 2 weeks of a session, we will let you know.
- We will use the contact details (email address) you gave us when you booked to do this. Please inform us of any changes.

Many thanks for your understanding in cooperating with these new requirements.

We appreciate your help in keeping all our site users safe!