

PLEASE COMPLETE 1-8 OF THIS CHECKLIST BEFORE THE COURSE STARTS
Doc1.May2020



Covid19 – As safe as going to the office CHECK LIST

Course Date	Time	Course	Venue

	Yes	Not Applicable	No
1. Have ALL resources and manikins been cleaned, lungs replaced etc to ensure safe for use on this course?			Call the office on
2. Is the venue as safe as possible and enables 2 metres distance from each other?			Call the office on
3. Have you briefed all learners ensuring a 2 metre distance is always maintained where possible?			
4. Are handwashing / alcohol hand sanitisers available for use throughout the day. Entering/Exiting the room?			Call the office on
5. Have any learners with symptoms (fever, a new cough or loss of smell/taste) been removed immediately from the course?			Call the office on
6. Has Track and Trace been explained to all – Using the powerpoint?			
7. Has the powerpoint been used to explain to all learners how to stay as safe as possible?			
8. Have all learners been given individual resources and PPE such as gloves and masks for practical elements of the course, bandages etc? Please do this before their arrival and place on their desk.			Call the office on
9. Has all equipment been thoroughly cleaned by the learner before use?			
10. Are you happy with the way the course is going/ been done?			Call the office on

If you have any doubts with anything please do ensure you call the office on 01494 958547 and we shall assist with as much as we can.