

## Nottingham Nursery Training centre - overview

- ④ Training room available for onsite CPD from September
- ④ Preferred capacity of room = 16, inclusive of provider, to allow for distancing. Please contact NNSTC if require larger number of delegates
- ④ Delegates will have use of the training room, veranda and kitchen area
- ④ Toilet facilities will be labelled for either training centre use or NNSTC staff use
- ④ No lunches available at this time
- ④ Reminder that this is a non-smoking site
- ④ Usual fire procedures in place but ask delegates to keep social distancing at assembly point
  
- ④ Time available 9.30 - 4.00 or half day 9.30-1.30, 1.00 – 4.30
- ④ This allows for distancing from families on site and availability of office staff to manage entrance/exit
- ④ One way system in place
- ④ Entry on site will be controlled by NNSTC office staff – they will sign in delegates and direct to the training room
- ④ Please keep to the left of the stairs
- ④ Delegates will asked to wait outside, marked distance queuing- no waiting in the foyer area.
- ④ Delegates asked to wash / sanitise hands on arrival
- ④ Anyone displaying symptoms or isolating must not enter the premise and permission to access could be refused
- ④ For exit, CPD provider to contact office, who will monitor exit through fire exit door and sign delegates out.
- ④ Registers, with contact numbers will be required in advance – this is to prepare for entry and in case of any need to contact delegates for track and trace.
  
- ④ Refreshments are available – we ask delegates to use the same cup throughout, rinse if needed at allocated sink and wipe drink machine screen after every use.
- ④ Cleaning equipment, to wipe touch points and sanitiser will be available
- ④ NNSTC will not provide shared equipment – such as pens, paper etc. CPD providers are asked to bring their own and encouraged to send electronic versions of materials/ course content, etc.
- ④ Please use the labelled bins provided – one for general waste, one for tissues. Please remind delegates of this as often tissues are left in cups.
- ④ Windows and doors will be open for ventilation – air conditioning will not be in use until further instruction
  
- ④ CPD providers are encouraged to let us know of any concerns regarding the risk assessment, so it can be adjusted accordingly

- ④ CPD providers that do not adhere to the risk assessment may have future bookings reviewed.