

Covid 19 Joining Instructions at John Ryder Training Centre, Chertsey

Prior to arrival at the Centre:

Any risk assessments required to be undertaken related to the travel of the Delegate / Trainee must be completed by the Delegates Company/Line Manager. Also, any PPE required for travelling to the centre must be provided by the Trainee/ Trainees Company. Travel protocols and associated PPE are not the responsibility of CHSG, but we would like to confirm the following:

Car parking is available in the roads around the centre and are not subject to permit parking or charges.

Cycling, Delegates / Trainees can leave their bicycles in the car park of the centre, which is gated for security, although the bicycles must be locked and will be the sole responsibility of the cyclist. CHSG will hold no responsibility for the bicycles held on its premises.

Prior to the course, the desk for each delegate will have been cleaned, and a pen and the required training course materials will have been cleaned and placed on the desks by Staff wearing gloves and a mask.

On arrival at the centre:

The traffic gates will be open for Trainees to use, the pedestrian gate will remain locked at all times. Once all Trainees have arrived on site the gates will remain locked until the end of the course for security reasons, but staff can open them at any time upon request.

All Trainees must queue in accordance with the social distancing requirements of 2m distances (marked out on the floor in the car park area – “red feet”). Boardroom attendees, should follow the “green feet” and enter into the separate training room.

There will be a table containing tissues and sanitiser in the car park area, the sanitiser must be used prior to entry into the building. There will also be signage questioning the individual regarding their health on the day of attendance.

Prior to entry into the building all Staff, Trainers and Delegates must have a face mask, which must be worn at all times when in the common areas of the centre.

Once in the building the Trainee will be registered at reception. The requirements and layout of the centre will be discussed and the clear signage of the one- way systems and Trainee protocol, will be discussed and a copy provided.

Each Trainee should then wait in the café area in the 2m distanced chairs and wait for the Trainer to collect them ready for the 2m distanced walk into the training room. They will also identify the seating layout.

During the course:

The Trainers will go through all of the procedures and systems required to be understood during the course day. Trainees are encouraged to ask questions, request clarifications, or raise any concerns, so that everybody is clear about how to safely attend the training course.

If the Trainees wish to liaise with the centre staff, please can they use the reception window, where a screen has been situated to ensure both staff and Trainees do not impact on each other's health.

The centre has been detailed with floor signs, static and temporary sanitisers and a “COVID station” which will be in reception. The training room has been also appropriately signed and each Trainee will be requested to sit at a desk, which have table top three-sided screens and placed at least 2m distance from any other Trainee.

The Toilet facilities must be used on a “one in / one out” basis. To ensure everybody can use all the facilities they need, refreshment breaks will be increased for those attending face to face training to allow sufficient time for comfort breaks and welfare.

Refreshments of hot and cold drinks will be provided by the centre, but **NO** lunches will be provided, Trainees must bring their own food. No microwaves can be used, and Trainees are requested to bring their food in receptacles that they can either be disposed of in the bin after use, or bag and take home with them.

All Trainees must sit in the common areas at 2m distances which are marked up in the café area of the centre.

The Boardroom delegates will enter straight into the Training Room.

During breaks the doors will be opened to the training room to ensure good ventilation. Before and after use the café area doors will be opened to ensure good ventilation. Also, during good weather all attendees are encouraged to use the outside space around the centre during breaks, as long as they respect the 2m social distancing throughout.

Masks must be worn at all times when using the “common areas” of the centre. Additional masks are available at the Covid station, or please ask the Centre Staff. Social distancing in the training rooms is achieved by each delegate desk having an individual screen, which should ensure that all attendees during the training presentations achieve the required social distancing and safe separation from others on that course.

If undertaking a scaffolding course, where a practical activity is required, the Trainer will explain how this is to be carried out. But to inform you – a one- way system will be enforced, so delegates will be requested to follow the one -way system around the scaffolding installation in the car park. The delegates will be sent out from the training room via a designated route, at timed intervals. They must follow the 2m distancing guidance identified on the car park floor around the scaffolding. They should then re-enter the centre through a second door, that will be part of this 2m flow system.

N.B. If a Delegate/Trainee wishes to return to the scaffolding or leaves something behind after their “allotted time” at the scaffolding, they must request to use the one- way system again.

Please note the following prior to arrival:

- 1) All Delegates, Staff, Trainers and Visitors to the centre **must wear face masks in all common areas** of the centre at all times. The training rooms are exempt, but if people wish to wear masks for the whole of their visit, that will be a personal choice and please feel free to do so.
- 2) Unfortunately, no lunches can be provided at the present time, **all food** must be provided by the individual.
- 3) As we are now required to ensure a good level of fresh air to be circulating at all times in the building, the temperature may not be as warm as people require. You are going to be static for times during the training, please ensure you have **suitable clothing to keep you warm**. This is important as winter approaches.

On leaving the centre:

Trainees must follow the one- way system and use the sanitiser in the car park prior to departing the premises. The large gates will be open to ensure that the pedestrian gate is not used.

If any person at the centre feels unwell or thinks they have any symptoms during the training day, they must request First Aid assistance from the office staff, who will immediately isolate them from other Trainees and the Trainer and they will then be facilitated by a centre first aider in accordance with the HSE guidance.

Additional Requirements:

If any Trainees have any questions, requirements, need clarification regarding any aspects of their face to face training course, then please do not hesitate to contact us either by email at info@chsg.co.uk or by giving us a ring on 01932 561871. We would be more than happy to discuss any concerns with you.

**** PLEASE SEE OVERLEAF FOR DIRECTIONS TO THE CENTRE****

CHSG

Construction
Health & Safety
Group

Venue Address:

John Ryder Training Centre, St Ann's
Road, Chertsey, Surrey KT16 9DG

Telephone: 01932 561871

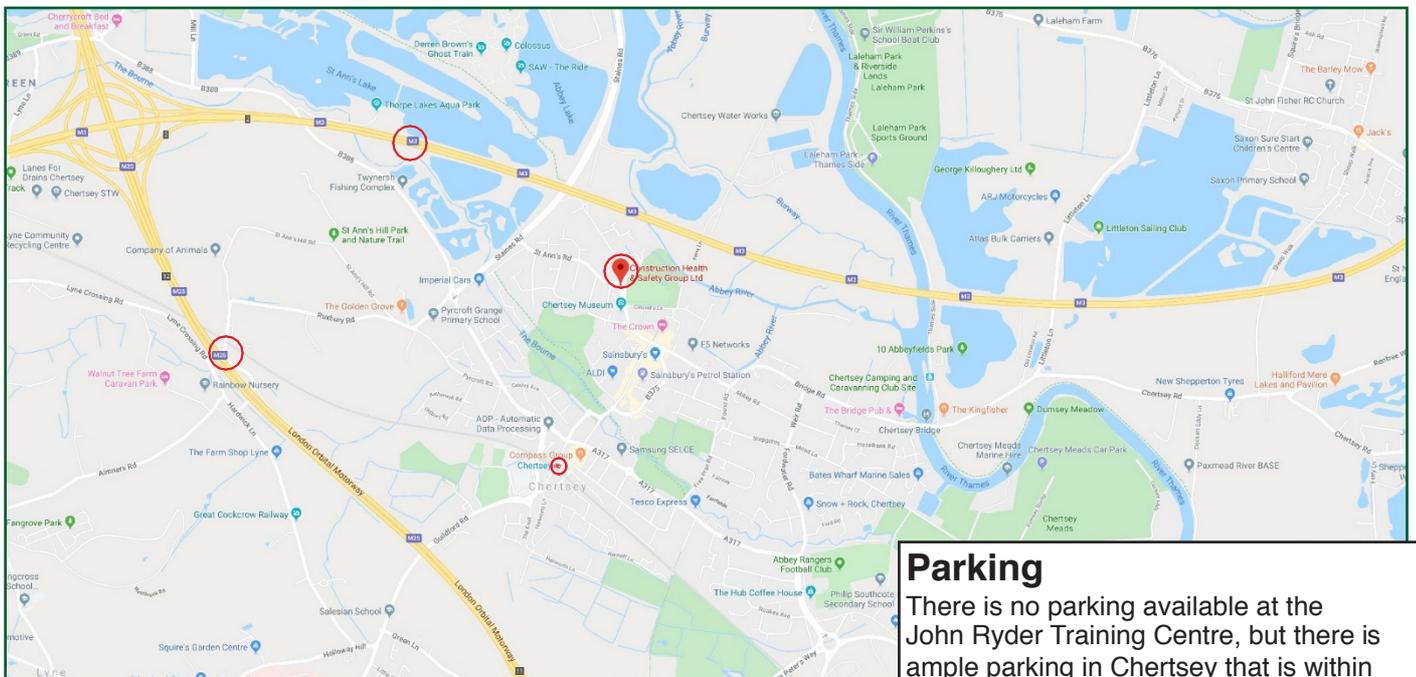
Email: info@chsg.co.uk

Website: <https://www.chsg.co.uk>

Joining Instructions

How To Find Us

Our John Ryder Training Centre is located on St Ann's Road, just outside the town centre. The M25 and M3 provide easy access by road into Chertsey. The nearest train station is Chertsey's main train station (a 13 minute walk or 5 minute cycle to the centre). The Chertsey line offers a good connection to London Waterloo, changing at Weybridge or Virginia Water. The John Ryder Training Centre has disabled access and is located on ground floor level.



Parking

There is no parking available at the John Ryder Training Centre, but there is ample parking in Chertsey that is within walking distance from the centre.

If you require overnight accommodation, a hotel list is available upon request.

