



***** COVID - 19 RISK ASSESSMENT KEY POINTS *****

The full and comprehensive risk assessment for Ifield Smile is available to read in the Ifield Smile reception. Please read the following key points below to maintain a safe environment for you and others visiting Ifield Smile.

- Clear signage is displayed, promoting social distancing and good hygiene practice. Maximum occupancy signs are shown on the door of each room.
- The Conference Room is available for 12 people. When training is taking place, this is for a maximum of 10 delegates (plus 1 or 2 trainers).
- The course/session leader is required to ensure guidelines are implemented, including wiping work surfaces after use. Resources and reminders are in place.
- All Smile users are required to wear a face covering in communal areas.
- All training delegates to wear a face covering in communal areas, however if seated they may remove their face covering whilst sitting if everyone is in agreement. Please speak to a member of staff if this is a concern.
- Trainers will be wearing a visor throughout the training but can remove this if there is a distance of more than 2 metres to the nearest delegate and everyone is in agreement.
- Staff based at Ifield Smile can remove masks when they are at their work station.
- There will be ventilation breaks throughout the duration of the meeting/training session. Doors will be open for 5 minutes every half an hour and windows will remain open. (Please bring warm clothing.)
- Self-service tea and coffee will be available at training. We ask that you bring your own lunch (if applicable).

Thank you for your co-operation