

# Course Requirements Guide

## Venue & Equipment Requirements

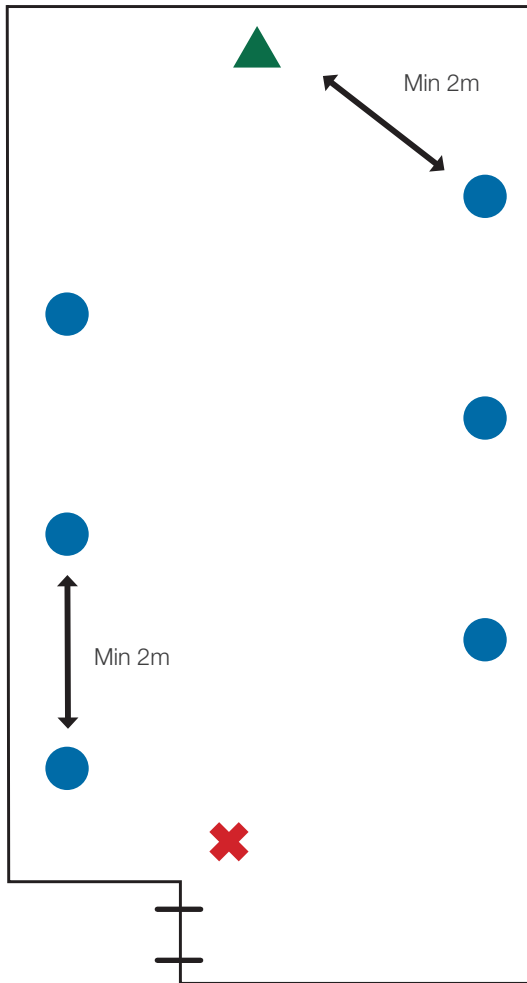
The training venue must meet acceptable health and safety standards and be conducive to learning. Please see the following guide on what is deemed suitable.

<b>Room size</b>	One room with a minimum size of 8 x 8 metres. Access to a quiet staircase for use during the practical element of the course.
<b>Equipment</b>	A projector and screen or other AV to show a presentation should be provided (please ensure this is safe for use). The trainer will bring their laptop with a copy of the presentation on it. Should AV equipment not be available, please let Posturite know in advance of the course.
<b>Seating/floor space</b>	Delegates need to be spaced appropriately in the room and must be seated a minimum of two metres apart. The maximum number of delegates per course is six, plus the trainer.
<b>Lighting</b>	Suitable for reading.
<b>Writing surfaces</b>	Adequate for each delegate to take notes (resting on a book is sufficient but we recommend clipboards as a minimum).
<b>Ventilation</b>	The room temperature should maintain a 'shirt sleeve' environment. Suitable ventilation for the space must be provided, ideally with windows and doors which can be kept open, and a fresh air ventilation system.
<b>Access/exits</b>	Should be safe, well-lit and cater for people with special requirements. Emergency procedures should be provided to the trainer. There should be a hand sanitising area on arrival and on exiting the room. Where these are unable to be provided by the client, they will be set up by the trainer so please ensure a table is available by the entrance/exit to the room. Please have floor markings for guidance where possible/appropriate.
<b>Cleanliness</b>	Should maintain a clean, tidy and hygienic environment.
<b>Noise</b>	The training environment should be sufficiently quiet to allow delegates to hear the trainer clearly and not distract from the learning activities (such as frequent tannoy announcements). Please note this course is interactive so consideration should be given to other users in the vicinity.

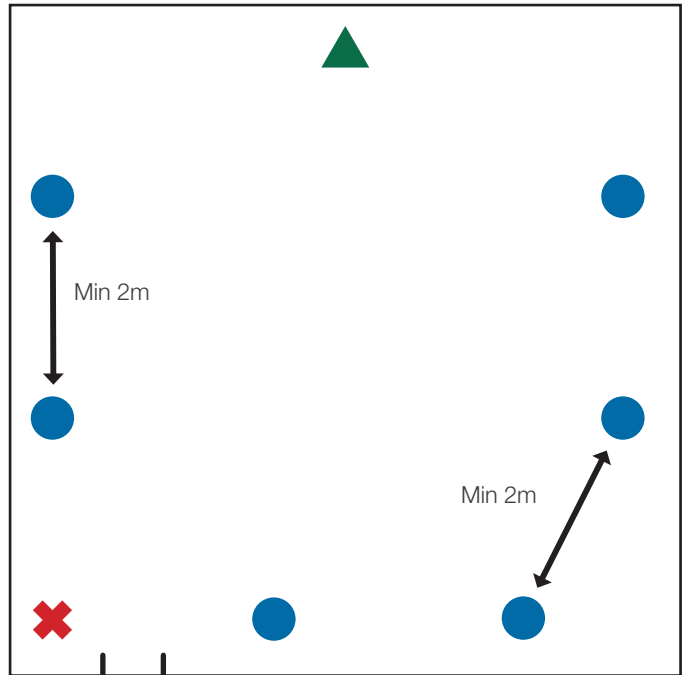
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## Mock-up of ideal room layouts

Room 10 x 6m



Room 8 x 8m



**X** Hand sanitising point

**●** Delegates

**▲** Trainer

Please mark off each delegate area with tape/rope on the floor where possible. If a hand sanitising area is not available, please place a table by the entrance/exit to the room and Posturite will set up a sanitising point.

The maximum number of delegates per course is six, however, should your training space not comfortably fit the above requirement and adhere to social distancing measures; the number of delegates may need to be reduced.

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## Pre course

The trainer will arrive a minimum of 45 minutes before the course start time to set up, disinfect the space, ensure the room meets our requirements and complete a risk assessment. You will also receive a courtesy call from the trainer the working day prior to the course, please advise them of any specific site arrival guidance they may need to be aware of.

Please inform the trainer where the nearest handwashing facilities are so they can advise the delegates to wash their hands on arrival to the course.

## Post course

The trainer will leave the room as it was found and inform you of their departure.

**If you would like further information on this or any other parts of our training division, then please do not hesitate to contact us on 0345 345 0010 or [training@posturite.co.uk](mailto:training@posturite.co.uk)**