

COVID Secure Events Training Course

Anyone who organises events has a legal requirement to do everything they can to keep their guests, their staff and everyone else involved, safe from the risk of transmission of coronavirus.

Reassuring your clients that you are a COVID Secure events organiser will be a key part of your proposal & tender process and will also inspire confidence in your team and supplier network.

A COVID Secure risk assessment is now needed for every single event, no matter how big or small, in order to remain compliant with the new Coronavirus 2020 Legislation.

The guidelines, legislation and best practice can be an absolute minefield – not to mention the already existing Health & Safety at work responsibilities and principles which also need to be applied. The Local Authority now have new powers to halt your activity or event immediately if they have concerns.

Join Sarah Threlfall for this in-depth course including online training modules that you can study at your own pace and finishing with a LIVE ½ day fully interactive group session.

40% OFF!

**Pre-order
LOCKDOWN40
code**

***Ts & Cs apply**

What's important about this training?

- Online training hub account including all reference material and online foundation course modules
- In depth, live, interactive session including Q&A and discussions with likeminded event professionals
- Learn from others and build your network with group work, activities & practical assignments
- Created by a Health & Safety trained Event Management expert together with others from across the industry
- Passionate and enthusiastic delivery from our respected and knowledgeable trainer
- FREE refresher modules that will be released for any legislative or significant updates so your knowledge is always up to date

Book Now!



What Will I Learn?

You'll gain the skills, knowledge and tools to confidently plan and manage COVID Secure events. Including:

- General & COVID specific Health & Safety legislation, principles and guidance for managers and planners
- Basic principles of risk assessments
- The science behind coronavirus and the risk of transmission
- Detailed look at industry case studies and best practice for COVID Secure events
- How to sensitively manage Mental Safety as part of your plan
- How to approach and create a COVID Secure risk assessment
- The importance of an 'isolation impact' study for every event
- Designing communication plans & documents
- Systems & practical ways to help implement and monitor the effectiveness of your assessment

Who is this Course For?

- Anyone who has a responsibility or is involved in planning organised events. This includes agency event planners, production managers, professional party organisers, wedding planners, personal assistants, executive assistants and in-house corporate event teams.

How much is it?

Normal course price is £135 no VAT per person and on successful completion of the assessment, you will also receive:

- Digital and printed certification of completion
- Logo asset to communicate to others that you have passed the "COVID Secure Events" course
- COVID Secure Risk Assessment template
- 365 days access to all course notes and videos via your training hub account

There is a 40% lockdown pre order discount* available until 2nd December or a 50% discount available (unlimited, no expiry date) if you are unemployed due to the shutdown or a student. Please contact us for your code before purchase.

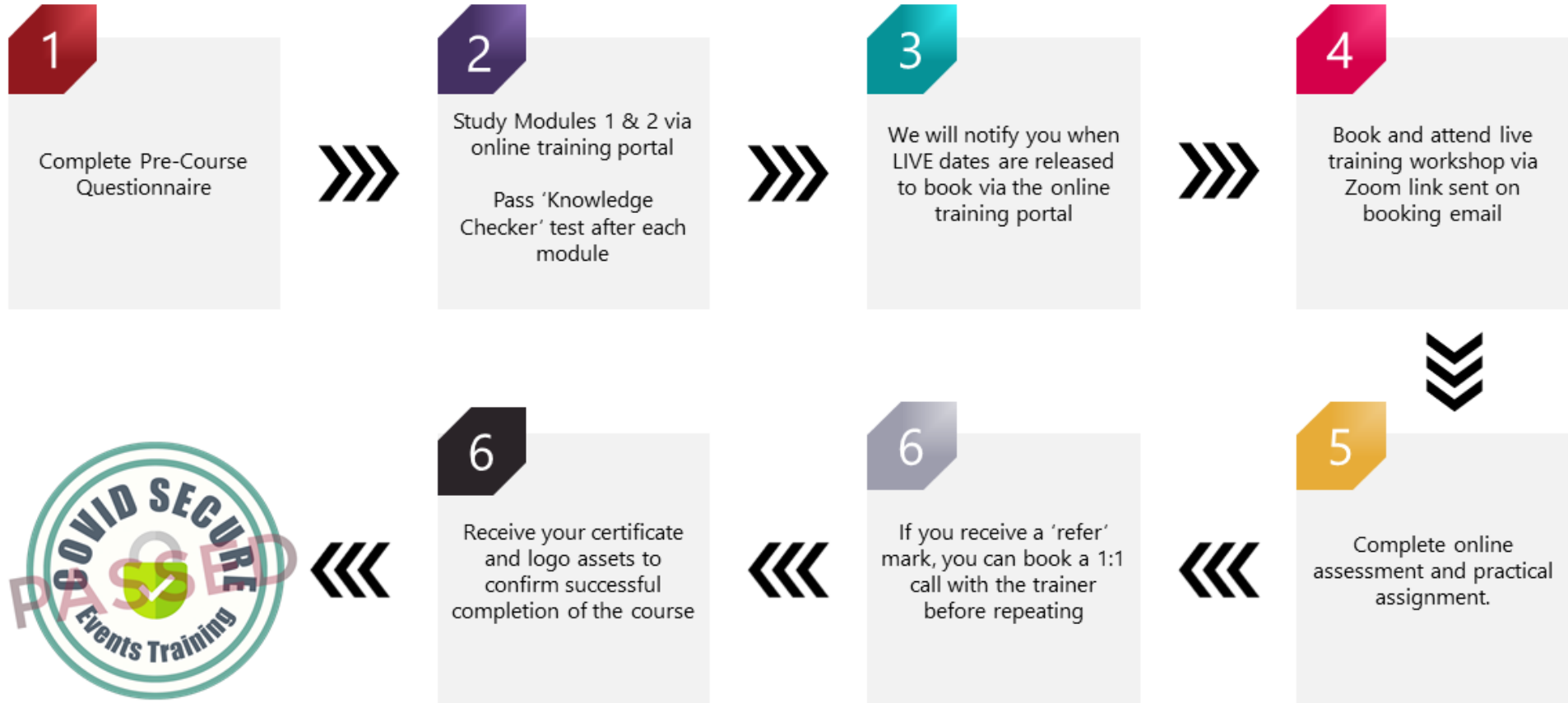
Discounts also apply for multiple attendees from one company – please contact us at hello@brightspaceevents.co.uk or on 01604 635346 to discuss a bespoke quote.

Book Now!

*** Discount Ts & Cs:** 40% off full course price of £135.00 when you use code LOCKDOWN40. Valid until 2nd December. Max 30 places available at discounted price. You will be able to sign up for your training account and preview course syllabus but NOT access actual online content or book live sessions until 2nd December. Cannot be used in conjunction with any other offer or discount.



ATTENDEE JOURNEY



Book Now!

BRIGHTSPACE
EVENTS

FULL COURSE INFORMATION

This course is a combination of online, self-directed learning and a live, virtual, interactive session with our Health & Safety trained events expert, Sarah Threlfall. The course consists of a total of approx. 6 hours learning time. 2 hours online, 3 hours live training and then 1 hour of assessment and reflection.

The virtual live session will be in small groups (max 20) and will include time for Q&A, discussions around the practical implications of the new legislation and situations specific to the attendees. Where possible, we will try to group people with similar roles or experience together although this is subject to availability.

You will hear from other specialists from across the industry including venues, leading agencies and mental wellbeing experts. We'll take regular, short breaks and encourage full participation from everyone throughout

Course Aims

To give you the skills, knowledge and tools to confidently organise professional and compliant COVID Secure events. You will be able to create COVID Secure events risk assessments and any other required documentation to help implement the measures in the assessment.

Course Objectives & Learning Outcomes

At the end of this course, you will be able to:

- Understand basic Health & Safety legislation and principals and how that relates to your responsibilities as an Event Organiser
- Apply knowledge of Health & Safety culture to ensure you design and deliver the best possible events within a COVID Secure framework
- Summarise the science behind the pandemic and the risk of transmission and understand the specific needs of a COVID Secure risk assessment
- Find and analyse all relevant government guidance, legislation and industry best practice guides that relate to planning COVID Secure events.
- Identify chances for, and evaluate the risk of, transmission of the virus and suggest control measures using a COVID Secure risk assessment template
- Relate to the potential risk to Mental Safety and explain measures to control the risk
- Develop a COVID Secure events risk assessment
- Appraise any live events which you run, against the risk assessment, and identify best practice to take forward including any improvements or changes
- Explain the need for and considerations when developing a COVID Secure event communication plan, monitoring documentations and review schedules
- State your responsibilities as an organiser regarding test and trace, RIDDOR and outbreak reporting and how that should be applied in real life event scenarios

Book Now!



FREQUENTLY ASKED QUESTIONS

How much is the course?

£135 per person. Discounts are available if you are unemployed, a student studying Event Management or similar, purchasing on pre-order, or for multiple bookings.

How do I get a discount code?

Email us at hello@brightspaceevents.co.uk with your details.

How do I book?

[Click here](#) to be taken to the booking page. This will allow you to pre-book your course and lock in our 40% off **lockdown discount!** Training content will be available from **2nd December**.

What if I need to cancel?

We have a flexible approach to cancellation and will endeavour to refund your money providing that you have given us at least 48 hours notice that you can no longer attend the live course.

When are the live workshops?

They will be run according to demand so that we can ensure that you are on a workshop with others who have similar backgrounds and ensure each session can be bespoke to the audience. As such, we can't publish a calendar in advance but will be in touch once you complete the online modules (no more than 5 working days after completion) to offer you a selection of dates to choose from.

What happens if I can't attend the live workshops?

You cannot complete the course without attending a live workshop. The content cannot be delivered successfully via a recording or similar so we will always do everything we can to find alternative dates for you to attend.

What if the law or guidelines change after I've finished my training?

We will release FREE additional training modules and update emails to cover any changes in the legislation. You will be notified by email of these complimentary sessions and can study them online as soon as they are released. We will send reminders for you to complete these but it is your responsibility to stay up to date with UK legislation and guidance post training.

How long will the course take?

Approximately 6 hours in total.

The online module is expected to take around 2 hours to complete including a short assessment. The live workshops are approximately 3 hours (depending on how involved the group are!) plus another hour of assessment and practical assignment follow up work.

How long will I be able to access the content?

Your training account will automatically be closed 1 year after your last booked session / course. If you wish to extend this you can contact us at hello@brightspaceevents.co.uk

What will I get out of the training?

A basic knowledge of the UK legislation (mainly focussed on England) and guidance for Health & Safety and risk assessments with specific attention to how this translates into planning COVID Secure events. You will get a rounded understanding of the whole process to enable you manage your own events safely in the future.

Book Now!



FREQUENTLY ASKED QUESTIONS

Who is the course for?

The training is relevant to anyone who is involved in running events of any size for any audience and in any capacity! Event planners, project managers, production managers, venue finders, venues, wedding planners, party organisers, account directors, managing directors, operations directors, PAs, EAs. If you are unsure, if the course will be suitable, we'd be happy to discuss your specific circumstances.

Will the content cover the arrangements in other countries?

We will discuss how the legislation differs in England, Wales, Scotland and Northern Ireland but will not cover any specifics outside of the UK. Obviously, the principles of COVID secure events and the starting approach to Health & Safety and risk assessments is the foundation you will need no matter where the event is held.

Will I receive a certificate?

Yes! Everyone who completes the online training, attends the live session and successfully passes the assessments will receive a certificate of completion. Unfortunately, the training is not accredited by IOSH as they have suspended accreditation since March so we are not permitted to issue an actual qualification.

What are the main benefits of this training format?

Unlike a purely online certification, our workshops will allow you time to fully explore the COVID Secure process in relation to your business, your specific events and your clients. Our Event Management expert, who is also trained in Health & Safety, will be able to advise you on the particular implications you need to focus on.

Do I need any previous Health & Safety training or experience?

No. The online modules cover the basics of Health & Safety and risk assessments and there will be plenty of opportunity to ask as many questions as you need to during the live sessions. We will also try to group you with people who have a similar level of knowledge or background in the workshop so that we can offer a bespoke experience.

For any other questions, please [contact us](#) or call 01604 635346 and we will do our best to help you!

Book Now!





Booking Terms and Conditions

'us' 'ours' 'we' refer to Brightspace Events Ltd

'you' 'yours' refer to the person named on the training portal account

1. The course includes 365 days unlimited access to the training portal and all the materials published on there, starting from the date you purchase the course.
2. You agree not to circulate, copy or otherwise pass on the course training materials without the express written permission of Brightspace Events Ltd.
3. If you are unable to attend a previously booked live workshop, you will be allowed to reschedule as long as you provide us with at least 24 hours notice that you cannot attend.
4. Late cancellations (received in writing within 24 hours) of the live workshop starting will not be eligible for refund or rescheduling and you will be required to purchase the course again in order to attend and receive your certificate of completion.
5. You can reschedule your live workshop booking up to 3 times. Once 3 dates have been cancelled by you (in line with the conditions stated above), you will be required to purchase the course again to attend a live workshop.
6. If you decide that you wish to cancel your participation in the course, the following charges will apply:
 - a. Course purchased, online content not completed: Full refund
 - b. Course purchased and online modules completed: 50% refund
 - c. Live training course booked: Non refundable
7. Delegates may be substituted with no administration fee payable.
8. If a live workshop is cancelled by us an alternative date or a full refund is guaranteed.

Liability

9. On March 11, 2020, the World Health Organization declared COVID-19 a global pandemic. This has led to the introduction of various restrictions nationwide, accompanied by vast amounts of guidance and regulation. Due to the ever-changing legal and governmental advice and fast-moving pace at which both individuals and businesses must adapt, it is always possible that these rules and guidelines will be subject to further change or adaptation, even at very short notice. Furthermore, because of the high rate of transmission of the virus and its contagious nature, there is no guarantee or warrant against the risk of infection, even if all advice is followed.
10. You acknowledge the ongoing COVID-19 global crisis and accept your own personal and professional obligations to comply with any official guidance from governments or local authorities.
11. You acknowledge that the information, training and knowledge provided by Brightspace Events as part of the COVID Secure Events Training Course will be correct and up-to-date as at the date of the live workshop that you attend.
12. You acknowledge that the local and national guidelines, as well as legal and governmental advice, are subject to change and that new advice may come into force that either amends or contradicts that given by us.
13. You accept that the information, training and knowledge provided by us is not legal advice and should not be interpreted as such.
14. You acknowledge and accept that the information and training given by Brightspace Events is based on current science and what is accepted to be best practice in accordance with government guidelines.
15. You accept that it is your own responsibility, and the responsibility of your business, to complete each actual risk assessment and ensure that your business and events are COVID secure.
16. You acknowledge that, even if all reasonable steps are taken in accordance with the training and advice given by us to reduce the risk of the spread of the coronavirus, there is no guarantee or warrant against the risk of infection.
17. You accept and agree that we will not have any liability to you and/or any person(s) on whose behalf this disclaimer is given, and will be held harmless for any death, personal injury, loss or damage of any nature which you or your business may suffer, unless directly due to the negligence of Brightspace Events.