

Safe Training Methods During COVID-19 Outbreak

Health and Safety Courses

Coronavirus (COVID-19) is mainly passed on from person-to-person and spreads through aerosol droplets produced when an infected person coughs or sneezes. It can also spread through contact with a surface or object that has the virus on it. Cleaning helps minimise the spread of coronavirus.

General Rules for Training

Candidates who are unwell with symptoms of coronavirus should remain at home, self-isolate following government guidelines relating to the track and trace program. They should not travel etc.

Candidates who are vulnerable to the virus (or live with individuals who are) should follow the recommendations on social distancing and shielding and they should not attend the course but should follow Government guidelines on self-isolating letting their line manager/supervisor know.

Instructors should check with the employer that each candidate do not have or live with, or have been in close contact with anyone who has COVID-19 symptoms - a high temperature – this means you feel hot to touch on your chest or back, a continuous cough – this means having a **new** persistent cough, loss of taste or smell.

If any candidate confirms any of the above-mentioned points, they should not attend the course and report to their line manager/supervisor. For essential workers who require training, outlined following is our guidance method statement, created to help achieve training safely.

Activity	Safety Measures	Responsibility	Reference (additional guidance)
Government Advice	Workplaces must avoid crowding and minimise opportunities for the virus to spread by maintaining a social distance of at least 2 metres between individuals	All	https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19 https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings
	Instructors and Candidates should be reminded to regularly wash their hands for 20 seconds, and catch coughs and sneezes in tissues or the cruck of the elbow, which should then be disposed of in a bin.	All	
	Objects and surfaces that are touched regularly should be frequently cleaned and disinfected using standard cleaning products	All	
Classroom Lessons	A classroom type of room is required for theory training and testing. The size and layout of the room must always allow for social distancing of at least 2 metres between all candidates and the Instructor. If the classroom is not of an adequate size to allow this, then the maximum number of course candidates allowable will need to be reduced to enable this. The room should be cleansed prior to the course starting.	Employer (On-site training)	
	Classrooms must have a screen/wall to project onto to avoid candidates clustering around the Instructors P.C/laptop and *breaching social distancing guidance. <i>*If using laptop is only, instructor must be able to maintain distance guidelines</i>	Employer (On-site training)	
	Classrooms should be cleaned and sanitised regularly	Employer (On-site training)	
	Pens, documents, and all equipment must not be shared	Instructor, candidates	
	Hand washing facilities must be readily available and accessible for candidates and the Instructor.	Employer (On-site training)	

PPE Requirements	All candidates must have their own PPE to avoid sharing and an increased risk of contamination	Employer, instructor, candidates	
	Optional personal facemasks can be worn, provided instructors and candidates can be clearly heard at a safe distance.	Employer, instructor, candidates	
	Sanitising wipes/lotion to be available.	Employer, instructor, candidates	
Practical Training	Instructor demonstrations and lesson plans to be delivered as per standards and adjusted to ensure social distancing is maintained.	Instructor	
	Reduction on background noise may be required to allow candidates to clearly hear the Instructor to avoid reducing social distancing.	Employer (On-site training)	
	Practical training equipment (if used) should be sanitised prior to use. If this is not possible then candidates/Instructor must use hand sanitiser every time the equipment is used or changes hands.	All	
	Isolated area, free from other operations with minimal disruptions	Employer (On-site training)	
Refreshment Breaks	Refreshment breaks, including smoking and lunch breaks, must maintain social distancing measures	Instructor, candidates	
Course Completion	No physical contact during result of testing (no handshakes, group photos etc).	Instructor, candidates	
	Any paperwork that is to be left for the candidate's employer, is to be in a sealed envelope/folder	Instructor	
	No personal belongings to be left behind (if a multiday course) and personal waste to be disposed of correctly	Instructor, candidates	

Other Notable Reminders	Always ensure that social distancing (a minimum of 2 metres) is maintained at all times between candidates and the Instructor. If candidates do not respect this then pause the course and raise this with your site contact for rectification.	Employer (On-site training)	GOV.UK Track and Trace program: If you have had any close contact with anyone other than members of your household. We are interested in in the 48 hours before you developed symptoms and the time since you developed symptoms. Close contact means: • Having face-to-face contact with someone (less than 1 metre away). • Spending more than 15 minutes within 2 metres of someone. • Travelling in a car or other small vehicle with someone (even on a short journey) or close to them on a plane. • Or have recently visited – a setting with other people (for example, a GP surgery, a school or a workplace)
	Candidates and Instructor should wash their hands frequently using soap for at least 20 seconds. This should be incorporated into every break and after every activity. Hand sanitiser can be used as an alternative	Instructor, candidates	
	Resist the temptation to touch your face at any time. If anyone on the course displays symptoms of COVID 19 then they must follow the governments track and trace protocol.	Instructor, candidates	