

Coronavirus/Covid 19 Training Centre Procedures

Due to the coronavirus we have had to make significant changes in how we conduct training and face fit testing at our training centre.

Further to conducting training and RPE testing for the NHS during the coronavirus pandemic and following guidance from the Health and Safety Executive the following measures will help us to minimise the risk of contamination whilst still delivering the highest quality service.

On arrival at our training centre:

Please do not enter the building until at least 15 minutes before your course start time.

You will be met in the reception area by a member of staff and asked to sanitise your hands before being directed into the training room.

Alcohol hand sanitiser is provided via wall mounted dispensers and small bottles will be on the trainee's desks for them to use and take away with them.

Good hand hygiene should always be practiced.

We will no longer be delivering classroom/theory training elements of the course at our training centre to minimise social contact and free up time for the practical training.

All of the theory course content will be delivered via a combination of live webinar, pre-recorded webinar and YouTube content.

The theory content will need to be studied before attending the practical training at our centre and a theory test completed.

In order to pass the course and receive your certification you will need to have successfully completed both the theory and practical elements of the training course.

Only a maximum of 4 people are to be in the room with the trainer at any time.

To reduce social contact and to ensure social distancing we want to keep the numbers to a minimum to ensure that everyone can remain at a safe distance and complete the practical training safely.

Trainees will always be expected to practice safe social distancing during the training session.

Where social distancing cannot be maintained due to the needs of the job then face coverings (masks) will be used to minimise the risk and will be done for the shortest amount of time possible.

All masks and gloves that are required to conducting the training safely will be provided by us and disposed of in the correct manner.

Anybody who is displaying symptoms of coronavirus or has been in contact with someone who is should not attend the training centre.

Anybody who is displaying symptoms will be turned away and not trained.

Office staff will not be present during the training session.

Our office staff will continue to work from home until further notice, further reducing the amount of people who will be present at the training centre.

Thorough cleaning and disinfecting of surfaces will take place before and during your attendance at our centre.

Desks, doors, toilets etc. will be thoroughly cleaned before your arrival; door handles etc. will be cleaned during your attendance.

All the equipment that is needed for your training course will be provided by us and thoroughly cleaned before and after use.

Refreshments will be provided.

Individual bottles of water will be made available to you, once opened please dispose of in the bin provided or if it is not finished then take it with you after your course.

Tea and coffee will be provided using disposable cups and individual sachets, only one person at a time to make tea or coffee.

Conclusion

We have spent the past few months working solely for the NHS and healthcare sector at hospitals, hospices, healthcare centres etc.

We have taken on board what these places have had to do to ensure that they can still function whilst stopping the spread of the virus and safeguarding the health and safety of everybody on their sites.

For some of the training courses and services that we provide we can not eliminate the practical element of the training completely, but we can do it in a more controlled way to minimise the risks to everybody involved.

All staff at training and testing services will strictly adhere to Government guidance on social distancing, hand hygiene etc. at all times.