

## **Training Delivery During Covid-19 Pandemic**

1. Where training takes place, the following guidance must be followed. Awarding Organisations will determine when training can commence, this is fluid as the situation changes daily. The company must be prepared to immediately halt all face to face training on the advice of the awarding organisation or the government.
2. **Training provided**
  - 2.1. Where training is considered Non-essential then it should be delayed.
  - 2.2. Essential training are courses that are legally required for the candidate to carry out their duties. This training is initially open to essential workers only.
    - 2.2.1. Paediatric First Aid
    - 2.2.2. Emergency First Aid
    - 2.2.3. Moving and Handling
  - 2.3. Subjects such as Food safety, Fire prevention and Health and Safety can be completed as e-learning modules
3. **Risk Assessment**
  - 3.1. Prior to commencement each course will have Venue Training Risk assessment carried out. (Specimen at Annex 1)
  - 3.2. This will include
    - 3.2.1. room size
    - 3.2.2. Candidate numbers
    - 3.2.3. Course type
    - 3.2.4. Whether it is safe to continue subject to social distancing enforcement.
  - 3.3. Generic Training delivery risk assessment at annex 2
4. **Social Distancing**
  - 4.1. During all face to face training delivery candidates will be seated at least 2 meters between seats.
  - 4.2. Measures will be in place to permit candidates to leave the training room, while maintaining social distancing.
  - 4.3. The trainer will remain at least 2 meters away from the candidates unless wearing a face covering
  - 4.4. Group activities will be conducted by the trainer, candidates will not be asked to work together.
  - 4.5. Where assessments are required these will be conducted applying the principles of social distancing.
5. **Handwashing and sanitiser**
  - 5.1. The training course will be conducted at premises with suitable and sufficient handwashing facilities
  - 5.2. The training provider will supply a hand sanitiser that meets NHS requirements with at least 60% alcohol content
  - 5.3. Candidates will be required to sanitise their hands as they leave and on returning to the training room. It is recommended that candidates carry their own hand moisturiser. The outside of their moisturiser container must be sanitised.
6. **Symptomatic Candidates**
  - 6.1. Prior to the course a confirmation will be requested from all candidates / companies, that they, and persons domiciled with them, have not suffered with any symptoms of Covid-19 in the previous 14 days. (See annexe 4)

- 6.2. Prior to entering the training room all candidates will be required to complete a declaration and submit to a temperature check. (annex 5)
- 6.3. Candidates that become symptomatic during delivery of the course, will be asked to leave immediately. The remaining candidates may compete the course, but will be advised to self-isolate.
- 6.4. These records will be retained for up to 14 days to assist with subsequent 'track and trace' of candidates.
- 6.5. Candidates will be contacted at 4, 7 and 14 day intervals to confirm if they have become symptomatic. Candidates will also be requested to contact the trainer if they become symptomatic within 14 days of the end of course.
- 6.6. Where a candidate becomes symptomatic within 14 days, other candidates will be notified so they can take appropriate isolation action

## **7. Equipment**

- 7.1. Prior to commencing any training courses, all equipment will be sanitised.
- 7.2. Candidates will not be asked to share equipment where this can be avoided.
- 7.3. Desk tops and 'hand touch' surfaces will be disinfected or sanitised prior to candidates entering the room.
- 7.4. A sanitising station will be set up at the entrance to the room
- 7.5. First aid mannequins will be sanitised prior to course commencement.
  - 7.5.1. Each candidate will be provided with an individual mannequin face for their use during the course.
  - 7.5.2. Each candidate will be provided with a personal training pack containing equipment to be used during the course. This will be disposed of at the end of the course.
  - 7.5.3. Maximum of 6 candidates on any First Aid course, assuming that social distancing can be achieved.
  - 7.5.4. Mannequin torso will be sanitised between candidates, where the mannequin is shared.
- 7.6. The following resources will be available,
  - Hand washing facilities
  - Gloves
  - Tissues
  - Sufficient Mannequin lungs / airways / valves
  - Sufficient mannequins
  - CPR face shields
  - Sufficient bandages to allow one per candidate.
  - Sufficient Adrenaline Auto Inject devices to allow one per candidate.
  - Sufficient alcohol wipes / disinfectant / to clean equipment between use.
8. The first aid taught must reflect protocols that ensure the safe performance of first aid during the current COVID-19 outbreak that is supported by a body of medical opinion and the Resuscitation Council UK. This must still include the teaching of rescue breaths
9. **Adaptions to assessment of First Aid qualifications**
  - 9.1. **Cardio Pulmonary Resuscitation (CPR)**
    - 9.1.1. Replace / dispose of mannequin lungs after every training session
    - 9.1.2. Sanitise the face of the mannequin after each candidate, allow the surface to dry naturally before the next candidate takes their turn.
    - 9.1.3. Candidates may use individual face shields if they wish, these should be disposed of safely at the end of the session.
    - 9.1.4. The mannequin chest, forehead and face must be wiped to reduce the risk of hand to hand contamination.
    - 9.1.5. Candidates can use a pocket mask for ventilation practice. This must be disposed of or sanitised after the session. Pocket masks must be for individual use only.

9.1.6. General Infection Control measures must be observed, and where appropriate the candidate can be given their own mannequin. If the course runs over a number of days, it may be possible that once skills have been assessed as satisfactory, they do not need to demonstrate it again in the course.

## **9.2. The recovery position**

9.2.1. Candidates should demonstrate the recovery position by placing themselves into the position, while verbally stating the steps they are taking to do so.

## **9.3. Primary and Secondary Assessment.**

9.3.1. Candidates will describe the steps they would take when carrying out a Primary and Secondary assessment.

9.3.2. A 'casualty' can be used to assist this process, as long as social distancing measures are observed. The candidate can ask the 'casualty' any questions as required.

## **9.4. Choking**

9.4.1. Candidates can demonstrate the procedure for assisting a choking casualty, using a CPR mannequin.

9.4.2. The action for back blows and abdominal thrusts can be demonstrated by placing their hands in the correct position and carrying out the motion.

9.4.3. All equipment used will be cleaned between uses.

## **9.5. Bandaging and Slings.**

9.5.1. Candidates will be issued with an individual training dressing.

9.5.2. Candidates will apply the dressing to themselves verbally describing the process they are using

## **9.6. Adrenaline Auto Injector**

9.6.1. Candidates will be issued with a Training auto inject device. They will demonstrate on their own thigh providing a verbal commentary on the process and reasons behind their decisions.

# Individual Venue Risk Assessment – Covid-19 Adaption



## Annex 1

<b>Location</b>	<b>Date Completed</b>	<b>Title of risk</b> Covid-19 / Social Distancing	<b>Assessor</b> Kevin Thomas
<b>Reason for assessment</b>	1 <sup>st</sup> Line Training conducts training courses at various venues in the area of operation. These must all be assessed for safe social distancing and disinfection procedures.		

Hazard	Safe System	Additional Control	Action By	Completed
Access and Exit to buildings and Training area	Access to buildings and training areas must be safe, well-lit and suitable for disabled access where required. A venue checklist will be completed for every venue. An area must be available to establish a hand sanitiser station. Sufficient space should be available to allow entry and egress without compromising social distancing policies.	Hand sanitiser station to be set up at doorway to training room.  Seating and tables to be set allowing 2 meters between candidates	Trainer	
Slips & trips	Flooring must be in good condition and must be suitable for the training to be carried out. Trailing leads will be taped or suitably marked with a warning notice		Landlord / Tutor	
Furniture	Furniture, fixtures and fittings must be in good order and safe for candidates to use. The furniture and fittings must be suitable for cleaning and disinfection which will be carried out prior to and following the completion of the course. There must be sufficient furniture to position it in relation to social distancing.	All furniture and touch surfaces to be disinfected before and after course, where required during course	Landlord / Tutor	
Electrical equipment	Where electrical equipment used by 1 <sup>st</sup> Line Training is more than 12 months old it will be tested for electrical safety, where required. It will be in good working order and checked for safety prior to use by the tutor. Venue electrical equipment will be examined by the tutor prior to use. All touch surfaces, remote control devices will be sanitised prior to and following use.	All electrical touch surfaces, light switches and hand remotes controls to be disinfected or sanitised before and after use.	Landlord / Tutor	

Hazard	Safe System	Additional Control	Action By	Completed
FIRE	Emergency action will form part of the introduction for all courses. The Tutor will make themselves familiar with the premise's layout and evacuation routes. Examine all Fire exits to ensure they are safe to use.		Tutor	
Lighting and ventilation	The room will be of a comfortable temperature with ventilation or heating available to achieve this. Blinds will be available to reduce glare from the sun, where appropriate.		Tutor	
Room	The room will be of suitable size with furniture available for seating and writing as required. The room size must be sufficient to position furniture to allow 2 meter social distancing of candidates. Door furniture must be suited to frequent disinfection and sanitising. The room should be clean and tidy and free from distracting noise	Seating and desks to allow social distancing of 2 meters between candidates. Distancing will allow candidates access and egress with 2 meters distance between candidates. Where this is not possible, candidates will be issued with, and wear a face mask	Tutor	
Facilities	Toilet facilities must be available and there should be access to drinking water.	Toilet facilities will be cleaned and disinfected prior to and following the course.	Tutor	
Room size for social distancing Candidate Numbers	All training facilities will be assessed for the number of candidates that can be accommodated with regard to social distancing.	First aid courses will not have more than 6 candidates.	Tutor+	
Learners and tutors, any staff accessing to deliver food and drinks where appropriate. All tutors will be fully qualified and experienced in delivery of training. <b>Covid Transmission</b> The tutor is responsible for controlling infection and preventing contamination of candidates. <b>Level of injury</b> Due to the nature of the training delivered, the risk of injury is very low. Any injuries are likely to be minor. Tutors will be qualified in First Aid delivery.	<b>Is there a manger responsible for the Health and Safety?</b> The owner of 1 <sup>st</sup> Line Training is the company lead for Health and Safety <b>Will the safe system of work be sufficient?</b> <b>Actions taken or Required</b> All risk assessments are reviewed annually or as required by changes in circumstances.		It is the duty of the tutor to ensure the conditions of this risk assessment are fully implemented	

**Annex 2**
**Generic Risk Assessment Covid-19 Coronavirus Training delivery**

Hazards	Who is at risk	Controls	Additional Control	Action by	Date to complete	Done
Spread of Covid-19 coronavirus	<ol style="list-style-type: none"> <li>1. Tutor / course director</li> <li>2. Training candidates</li> <li>3. Any person coming in contact with course setting.</li> </ol>	<b>1. Health declaration.</b> <ol style="list-style-type: none"> <li>1.1. <i>All candidates to complete Covid health declaration prior to attending course</i></li> <li>1.2. <i>Candidates to complete Covid health declaration on day of course and submit to temperature check which will be recorded.</i></li> </ol>	<ul style="list-style-type: none"> <li>• Candidates will be sent a questionnaire to complete for submission prior to course starting.</li> <li>• Any candidate exhibiting symptoms will be excluded from the course.</li> </ul>	Administrator / Trainer	7 days prior to course date  On completion of course	
		<b>2. Track and Trace</b> <ol style="list-style-type: none"> <li>2.1. Candidates Covid declarations will be retained for 14 days After the course completion for track and trace.</li> <li>2.2. Candidates will contact 1<sup>st</sup> Line Training Admin if they become symptomatic, 1<sup>st</sup> Line Training will then contact other candidates to inform them so they can self-isolate for at least 7 days.</li> </ol>	Any candidate that becomes symptomatic during the course will be asked to leave and self-isolate. Other candidates can complete the course and will be asked to self-isolate for 7 days.	Administrator	On completion of course	
		<b>3. Cleaning disinfection of touch surfaces before and after course delivery</b>	All touch surfaces will be disinfected. <ul style="list-style-type: none"> <li>• Door handles</li> <li>• Door push points</li> <li>• Light switches</li> <li>• Desks / chairs</li> <li>• Toilet flush handles</li> <li>• Soap dispensers</li> </ul>	Trainer	Prior to and on completion of course	

Hazards	Who is at risk	Controls	Additional Control	Action by	Date to complete	Done
		<p><b>4. Hand washing / drying</b></p> <p>4.1. <i>All persons to wash and dry hands before entering training room and after leaving training room.</i></p>	If required handwash demonstration will be provided.	Trainer / Candidates	During course	
		<p><b>5. Hand sanitiser</b></p> <p>5.1. <i>All persons entering and leaving the training room will sanitise hands using sanitizer provided by 1<sup>st</sup> Line Training.</i></p> <p>5.2. <i>Candidates may subsequently apply Hand emollient from their own supply. The container will be sanitized using sanitizing wipes, and will remain inside the training room for the duration of the course.</i></p>	A sanitiser station will be set up either outside of the room or immediately on entry.	Trainer / Candidates	During course	
		<p><b>6. Social distancing</b></p> <p>6.1. <i>Candidates will be positioned 2 meters from each other.</i></p> <p>6.2. <i>Room layout will be such that candidates can enter and leave the room without passing within 2 meters of other candidates. (where this is not possible, candidates will don a face mask while transiting. Other PPE is not necessary)</i></p>	<ul style="list-style-type: none"> <li>• Candidates will be instructed not to move chair positions and to return to the same chair after each break.</li> <li>• Candidates will collect refreshment and return to their seat to consume them.</li> <li>• Group assessment sessions will be conducted by the trainer using a white board or flip chart.</li> </ul>	Trainer	Prior to and during course	

Hazards	Who is at risk	Controls	Additional Control	Action by	Date to complete	Done
		<p><b>7. First aid course specific</b></p> <p>7.1. Cleaning disinfection of mannequins and equipment before and after individual use.</p>	<ul style="list-style-type: none"> <li>• Issue of individual mannequin face to candidates. To be sanitised after every course and sealed in air tight pack.</li> <li>• Issue individual disposable training pack to candidates, with bandage, triangular bandage where required, resuscitation shield, and plaster.</li> <li>• Recovery Position – candidates will place themselves into recovery position giving verbal description of the process.</li> <li>• Bandaging – candidates will apply bandages to themselves, providing verbal description of process. This applies to catastrophic bleed training also.</li> <li>• Trainer will control issue of AED devices, sanitising between candidates as required.</li> </ul>	Trainer	Prior to, during and following course.	
		<p><b>8. Training materials and assessment packs.</b></p> <p>8.1. Assessment packs will be held in a sealed pack for 72 hours before issue to candidates.</p> <p>8.2. Materials required for use during course will be sanitised and issued in a sealed pack.</p>	<ul style="list-style-type: none"> <li>• Assessment packs will be received from the awarding organisation and placed into a sealed pack for at least 72 hours prior to the course.</li> <li>• Any materials required by candidates will be sanitised and placed into a sealable pack. On return, the materials will be disinfected and returned to a sealable pack. Pens, pencils, note paper, written individual exercises</li> </ul>	Admin / Trainer	Prior to and following course.	



## Annexe 3

### Covid-19 Symptoms

This list isn't exhaustive, some may have just one or two of these symptoms, which may be mild or more aggressive. Children will have similar symptoms to adults and will usually have more mild illness.

1. High temperature (fever)
  - 1.1. This means you feel hot to touch on your chest or back. Above 37.8c
  - 1.2. Can be combined with chills, shivering.
2. New continuous cough
  - 2.1. this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
3. Sore Throat
  - 3.1. A new sore throat
4. Headache
5. Tiredness
  - 5.1. Feeling tired at all times.
6. Difficulty breathing
  - 6.1. Shortness of breath, unable to fully inflate lungs.
7. Muscle aches
  - 7.1. Generally arms, legs and neck, but may be other areas.
8. Loss or change to sense of smell or taste.
  - 8.1. this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- 9. Staying at home if you have symptoms (self-isolation)**
  - 9.1. If your symptoms are mild you must not to leave your home. This is called self-isolation.
  - 9.2. Anyone with symptoms must self-isolate for 7 days from when their symptoms started.
  - 9.3. Anyone who does not have symptoms must self-isolate for 14 days from when the first person in your home started having symptoms.

## Coronavirus Covid-19 Pre Course Questionnaire

All Candidates must complete and submit this questionnaire prior to attending a training course. Refusal to complete the questionnaire will, with regret, result in exclusion from the course. This is intended to keep all Candidates safe.

You will be asked to complete a similar form prior to entering the training course.

<b>Date</b>	
<b>Course Title</b>	<b>Course Date</b>
<b>First Name</b>	<b>Last Name</b>

### Symptoms

In the last 14 days have you or anybody living with you, displayed any of the following:

High Temperature (Fever)	<ul style="list-style-type: none"> <li>This means you feel hot to touch on your chest or back. Above 37.8c</li> <li>Can be combined with chills, shivering.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
New continuous cough	<ul style="list-style-type: none"> <li>This means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sore Throat	<ul style="list-style-type: none"> <li>A new sore or Dry throat</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Headache	<ul style="list-style-type: none"> <li>Persistent and general headache</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tiredness	<ul style="list-style-type: none"> <li>Feeling tired, even after just waking up, and generally tired and lethargic. Not normal for you.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Difficulty Breathing	<ul style="list-style-type: none"> <li>A feeling of being breathless without doing anything strenuous.</li> <li>Feeling unable to fully inflate lungs.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Muscle aches	<ul style="list-style-type: none"> <li>Generally arms, neck and legs, but may be other areas.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Loss of or change to sense of smell or taste	<ul style="list-style-type: none"> <li>This means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If you answer yes to any of the above please contact:            Your GP or 111 for advice.            1<sup>st</sup> Line Training    admin@1stLineTraining.Org    Text: 07419 360 951    T: 01908 368 900</p>		

On completion please return to 1<sup>st</sup> Line Training. e-mail [admin@1stLineTraining.org](mailto:admin@1stLineTraining.org)

Or - 1<sup>st</sup> Line Training, 145 Westminster Drive, Bletchley, MK3 6LP

## Coronavirus Covid-19 Course Questionnaire

All Candidates must complete and submit this questionnaire prior to entering the training course. Refusal to complete the questionnaire will, with regret, result in exclusion from the course. This is intended to keep all Candidates safe.

<b>Date</b>	<b>Course Title</b>
<b>First Name</b>	<b>Last Name</b>
<b>Contact details.</b> These are required for track and trace and will be destroyed 14 days after course completion. They will not be used for any other contact.	
<b>Address</b>	<b>Mobile</b>
	<b>e-mail</b>

### Symptoms

In the last 7 days have you displayed any of the following:

Current Temperature	Temperature checked prior to entering training room. If higher than 38c do not proceed into the course. It's not always easy to take a temperature accurately If you feel hot or shivery, you may have a high temperature even if a thermometer says your temperature is below 38C.	
New continuous cough	<ul style="list-style-type: none"> <li>This means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sore Throat	<ul style="list-style-type: none"> <li>A new sore or Dry throat</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Headache	<ul style="list-style-type: none"> <li>Persistent and general headache</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tiredness	<ul style="list-style-type: none"> <li>Feeling tired, even after just waking up, and generally tired and lethargic. Not normal for you.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Difficulty Breathing	<ul style="list-style-type: none"> <li>A feeling of being breathless without doing anything strenuous.</li> <li>Feeling unable to fully inflate lungs.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Muscle aches	<ul style="list-style-type: none"> <li>Generally arms, neck and legs, but may be other areas.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Loss of or change to sense of smell or taste	<ul style="list-style-type: none"> <li>This means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answer yes to any of the above please do not enter the training room and contact Your tutor, then GP or 111 for advice. Stay at home do not go out, protect others.		