

Training Event Risk Assessment – COVID 19

(4 PAGE Document)

Mixed courses / Client venues (Moving and Handling Training has own Risk Assessment)

Updated 10.08.2020

****IMPORTANT** Clara Travers Operations Manager is on annual leave 13th August – 18th August and on 24th August**
This risk assessment will be in place during this period - any changes will be directly communicated.

During this time, we understand it is likely delegate absence can occur at short notice, with possible no-show attendance on the day.

IF the trainer due to train on site exhibits symptoms, our trainer will be asked not to attend the pre booked training. We will prioritise this absence and aim to get the trainer replaced in adequate time.

We kindly ask that you pass this message onto your delegates, at point of booking.

Paperwork:

We have limited the paperwork we use during a training course. IF paperwork is supplied it will be for courses that require essential paperwork. Delegates will log key information and to keep hold of their own paperwork after the training.

Paperwork should not be passed round and shared.

Are you a COVID secure workplace?

Clients/ customers will need to inform ECG of this

- Masks are compulsory unless in a COVID secure workplace.
- Delegates will need to wear masks even in a COVID secure area if social distancing cannot be maintained.
- Our trainers may ask for masks to be worn during training – based on a risk assessment on the day. This will be logged on their training risk assessment.

Hygiene & Safety Requirements

PPE – For all courses:

- Mask – Mandatory to arrive with a mask: <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#:~:text=young%20children%20under%20the%20age,illness%20or%20impairment%2C%20or%20disability>
- Gloves – to use when touching training equipment, DO arrive with a pair of gloves
- Aprons – (For Moving and Handling / Phlebotomy and Cannulation courses)

Decontamination process – For all courses:

- Clinical waste bin to be provided
- If there is no clinical waste bin on site, do not leave PPE in a 'normal' bin
- Trainer to tell delegates to take this away with them, after their training
OR
- If there is someone on site who can dispose of this safely, the allocated person is to make them selves known to the trainer
-to arrange a suitable time to collect used PPE

Surfaces & Equipment:

- Disinfectant spray, Manikin wipes

Hand washing

- Venues provided must have this facility (Client Private / Group bookings & ECG Open Course venues)

Clients to provide:

- Well ventilated room
- Mask – Mandatory to arrive with a mask:
<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#:~:text=young%20children%20under%20the%20age,illness%20or%20impairment%2C%20or%20disability>
The use of masks is compulsory if social distancing cannot be maintained. Be mindful this could be when entering/ leaving a room, going to the toilet, and completing practical/ scenario elements of training.
- Where social distancing cannot be maintained, we require all delegates and trainers to be wearing PPE including masks and gloves for the duration of the training session
- Delegates are to wear gloves when using training equipment
- Room and training equipment provided must be cleaned before training. (door handles, handrails, chairs, tables, etc) Our

trainers are required to decontaminate the training environment following completion of the course (IF possible, provide disinfectant products)

- Client / Lead Booker to communicate with delegates before training. (Symptoms/ Hygiene / 2m Distance/ What to expect/ Pre work IF applicable)

Delegates:

- Where individuals are exhibiting symptoms typical of flu, a cold or have been in close contact with someone who has the COVID-19 infection, then they should exclude themselves from the course
- Delegates are to arrive with their hands washed. Delegates will be able to take regular hand washing moments throughout the training if needed
- Delegates to bring their own notebook and pen

ECG Open Courses including delegate actions:

- Mask – Mandatory to arrive with a mask:
<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#:~:text=young%20children%20under%20the%20age,illness%20or%20impairment%2C%20or%20disability>
 The use of masks is compulsory if social distancing cannot be maintained. Be mindful this could be when entering/ leaving a room, going to the toilet, and completing practical/ scenario elements of training.
- Where social distancing cannot be maintained, we require all delegates and trainers to be wearing PPE including masks and gloves for the duration of the training session
- Our trainers are required to regularly decontaminate the training environment/ equipment (door handles, handrails, chairs, tables, etc) and following completion of the course
- Delegates are to wear gloves when using training equipment (*ECG Provide*)
- Where individuals are exhibiting symptoms typical of flu, a cold or have been in close contact with someone who has the COVID-19 infection, then they should exclude themselves from the course
- Delegates are to arrive with their hands washed. Delegates will be able to take regular hand washing moments throughout the training if needed
- Delegates to bring their own notebook and pen

We understand PPE is limited in supply – our trainers will be provided with their own.

Room & Equipment Risk Assessment Check List

Is parking straightforward?	<ul style="list-style-type: none"> • Trainer to confirm post course
Is access easy & straightforward?	<ul style="list-style-type: none"> • Trainer to confirm post course
Is there adequate space for the training & number of delegates?	<ul style="list-style-type: none"> • 2 metres distance between all <ul style="list-style-type: none"> • Based on room size provided by client • Group size identified by room/ venue size and training course • To be ready PRE course / Trainer to confirm post course
Is the temperature & lighting ambient for the training?	<ul style="list-style-type: none"> • Trainer to confirm post course
Is the floor clean and safe for practical activities?	<ul style="list-style-type: none"> • Trainer to confirm post course
Are Fire procedures visible or made available?	<ul style="list-style-type: none"> • Trainer to confirm post course
Are there enough tables & chairs?	<ul style="list-style-type: none"> • Tables and chairs solely to be use by attendees of the training ECG are providing • Trainer to confirm post course

Is equipment that is provided by the client in good working order and in-service date?	<ul style="list-style-type: none"> Equipment solely to be use by attendees of the training ECG are providing Equipment provided on site - is to be sanitised by client before training session Trainer will leave any equipment used clean post session <ul style="list-style-type: none"> Trainer to confirm post course
Is equipment provided by ECG clean and in good working order?	<ul style="list-style-type: none"> Trainer to confirm post course
Has this event been free of any environmental hazard? e.g. spillage	<ul style="list-style-type: none"> Trainer to confirm post course
<p style="text-align: center;">If 'No' to any of the above, please detail so we can take appropriate action and follow up</p>	
<u>Trainer Health Declaration</u> I declare that as Instructor on the above course, to the best of my knowledge, (delete as appropriate) <ul style="list-style-type: none"> I am able / able but with limitations / not able to facilitate the practical elements of the training. There was / was no physical reason why I was unable to facilitate the practical elements of the training. Trainer to confirm	<u>Trainer Health Declaration</u> If I have been unable to complete every practical element and demonstration, I have ensured delegates received full instruction by making allowances in my demonstration and explaining alternatives and / or asking a delegate to act as demonstrator while I instructed each step. Please provide details if necessary: Trainer to confirm
<p style="text-align: center;">Trainer Paperwork Check List</p>	
Risk Assessment AND Training Audit completed on the day of training by ECG Trainer	<ul style="list-style-type: none"> Trainer to complete - Digital Training audit Audit to be submitted by trainer per session facilitated Post course admin completed by ECG Operations Team
Question / assessment paper – used during training Training evaluations	<ul style="list-style-type: none"> Delegates to take question/ assessment paper home post training No paper evaluations to complete / digital survey in place for training feedback: https://ecgtraining.co.uk/resources/delegatesurvey/
Certificates issued (if required)	<ul style="list-style-type: none"> Digital Training audit to be submitted by trainer Post course admin completed by ECG Operations Team – Including NEW Digital certificates
<p style="text-align: center;">***To follow - Trainer to complete on site risk assessment within training audit***</p>	

COVID – 19 ECG Training

- Regarding the COVID -19 outbreak, ECG Training will be continuing all booked training courses- unless required not to.
- During this time, we have a duty of care for delegates and our trainers, ensuring that our training is completed in a risk-free environment.
- Where individuals are exhibiting symptoms typical of flu, a cold or have been in close contact with someone who has the COVID-19 infection, then they should exclude themselves from the course.
- Our trainers will be required to ask delegates to leave if they have a persistent cough and showing these symptoms.
- Our aim is to protect all during this time – and continue providing our health care services.

Training Rooms

- There is to be 2 meters of space between all delegates and our trainer in the training rooms provided. This will be based on the room size.
- If the group size requires adjusting on the day, delegates will be asked to politely leave and re-book.
- Our trainers will action this on a first come first serve basis or based on priority delegates.
- Please can I ask that this is communicated to your delegates, I do not want our trainers to feel uncomfortable on the day – do send your priority delegates across to myself> clara@ecgtraining.co.uk
- Training rooms are to be used solely for training, during a training course. This is to limit F2F contact for both delegates and trainers.
- PPE: Please review Risk Assessment above.
- For groups of large numbers or where social distancing cannot be maintained, we would require all delegates and trainers to be wearing PPE - including masks and gloves for the duration of the training session and our trainers are required to decontaminate the training environment following completion of the course.

Training Hygiene / Equipment

- Delegates are to arrive with their hands washed and will be able to take regular hand washing moments throughout the training if needed.
- PPE: Please review Risk Assessment above.
- Equipment provided on site, please ensure this is clean when our trainer arrives. Our trainer will leave the equipment clean.