

# Maintaining a COVID-Secure Training Environment

**Important:** This is a 'live' document and will be updated when regulations or advice change. The information within is only accurate at the date of publishing

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## Outline

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Lakes First Aid is committed to providing our customers with the qualifications they require for their setting as we understand first aid is both an important skill and a requirement of many organisations.

The government is clear that workers should not be forced into an unsafe workplace and so, at Lakes First Aid, we would like to emphasise that participants should not be forced to attend face to face training until such a time as Government guidelines change.

We also appreciate that many organisations will require qualified first aiders in order to operate safely. This document outlines the options available for customers to undertake first aid training safely and the steps they should consider when undertaking first aid training.

## Section 1: Considerations for undertaking first aid training

### First aid certificate extension

For any customer that holds a first aid certificate that expires on or after 16 March 2020 the HSE have extended the deadline for requalification to 30 September 2020. To qualify for the extension, an individual must be able to explain why they cannot access requalification training because of COVID-19 restrictions and demonstrate what steps they have taken to access any training.

### Remote training

To support the current guidelines on social distancing and minimising contact time with other people we have adopted a new approach to training using **blended learning courses**. We have created a suite of online 'live' training sessions (webinars) that will enable customers to undertake part of the course remotely and the remaining practical face-to-face training over a shorter duration.

Blended learning is only permitted on certain first aid courses. The following table outlines which courses are permitted to be undertaken as blended learning and the proportion that is allowed for each course:

Course split	Permitted courses	Maximum permitted online learning hours	Actual delivery time by Lakes First Aid	
			Online training	Practical training
0%	Emergency Paediatric First Aid	0 hours	0 hours	6 hours
1/3	First Aid at Work	6hrs	6 hours	12 hours
	First Aid at Work Requalification	2hrs	3 hours	4 hours
	Emergency First Aid at Work	2hrs	3 hours	4 hours
	Emergency First Aid at Work +F	2hrs	3 hours	4 hours
1/2	Full Paediatric First Aid	6 hours	6 hours	6 hours
	Outdoor First Aid	8 hours	8 hours	8 hours

### Option 1 - Blended learning training (part online / part practical)

We would encourage all customers to opt for a blended learning course until such a time that government guidelines change or if blended learning is not permitted for that specific course.

### Option 2 - Full practical training (100% practical)

If training must go ahead and it is not possible or permitted to conduct training remotely we will arrange for 100% of the course to be face-to-face. The remaining of this document sets out the safety measures Lakes First Aid has implemented to ensure a COVID-Secure environment for both our trainers & customers.

## Section 2: Health checks before attending a course

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### Organisations providing in-house courses

It is the responsibility of an organisation providing in-house courses to ensure current government advice is followed along with any course-specific guidelines we provide. We will request the nominated health & safety representative to complete a pre-course questionnaire (Appendix 3) to ensure that all necessary COVID-Secure checks have been completed prior to arrival. It may also be necessary for us to carry out a site-inspection prior to arranging a course.

### Health screening on arrival

On arrival to a course, participants will be asked to complete a simple health-screening questionnaire (Appendix 2) in the form of verbal questioning from the trainer regarding their symptoms, COVID-19 tests and close contact history.

### Self-screening

All participants should follow current government health advice before attending a course and Lakes First Aid may ask a participant to postpone if any of the following criteria are met:

1. They have had any close contact\* with anyone other than members of your household over the past 14 days who has, or is suspected to have, contracted COVID-19.

\*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

2. In the immediate period before entering the training room, if they have any doubts or concerns that they may have become infected or exposed to COVID-19.

3. They have displayed any of the signs or symptoms commonly associated with COVID-19 infection within the past 48hrs, these include:

- High temperature
- New continuous cough
- Loss or change to sense of taste or smell

4. Are they or someone they live with or someone within their support bubble had a test for COVID-19 and are still awaiting the results? (This does not apply to a randomised survey from the Office of National Statistics).

## Section 3: The training environment

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### Training room

Each venue / training room needs to be prepared and organised to meet current guidelines for a COVID-Secure setting. It is expected that more time will be required for course preparation and post-course logistics.

### On arrival

Participants will be asked to thoroughly sanitise hands prior to entering the building / training room and to follow the the trainers advice for registration which will include minimal contact with any registration documents. Where possible the trainer will use a portable electronic device to sign in participants using a question & answer process.

### Social Distancing

A minimum of 2m distance between individuals must be observed at all times. Each participant will be assigned a specific working zone for all practical activities (currently 4m<sup>2</sup> / person). All items provided to each participant such as a chair & training equipment may only be used by that individual during the course.

Where possible, all practical activities and assessments will be undertaken on a CPR manikin or on the participant themselves. For any practical tasks where a participant is required to work with another person they should only work with fixed partners to avoid contact with multiple people.

When working in close proximity with another person the activity time will be kept as short as possible and scenarios will be held outside, when practical to do so.

For any close contact activities additional control measures will be put in place including additional PPE such as a face covering, face shield & gloves\*. After any physical contact with another person individuals should pay particular attention to good hand hygiene immediately afterwards.

\*It is important to note that wearing a single pair of gloves for multiple tasks, or during interactions with multiple participants raises the risk levels of spreading any virus so gloves should be changed frequently. If this is not possible, it is better to wash/sanitise hands between interactions and not use gloves.

### Close contact

The following steps are the most effective ways to mitigate close contact:

- Maintain 2 metre social distancing where possible
- Reduce the time spent in close contact with someone
- When needing to go within 2 meters of someone wearing correctly fitted PPE

## Hygiene

Signs and posters will be made available showing good hand-washing, sanitising and maintaining good hygiene. Trainers will also provide a pre-course briefing on maintaining good hygiene standards.

We will encourage participants & trainers:

- Avoid touching their eyes, nose and mouth
- If they need to cough or sneeze, to use a tissue and dispose of it in the bin
- If there is no tissue use a bent elbow (rather than hands)
- Follow good hand hygiene procedures

We will ask participants to always wash their hands regularly and after:

- Using any training equipment
- Using the toilet
- Blowing their nose, coughing, or sneezing
- Eating or drinking

## Equipment

Participants will be allocated equipment for their individual use throughout the course.

When using CPR manikins we will:

- Ensure lungs & faces are changed after each use
- Ask all participants to clean the manikin before, during & after use
- Ensure CPR devices (pocket face masks) are available
- Request participants to follow good hand hygiene

## Breaks and Lunch

When practical to do so we will request that all participants vacate the training room during all breaks & lunch time, preferably outside or to their vehicle. We will strive to ensure good ventilation as much as possible.

## Exams & paperwork

As part of the course participants will be expected to complete a written exam. Any paperwork that is completed will need to be placed in a plastic wallet before handing back to the trainer.

## Removal from course

Lakes First Aid reserve the right to ask a participant to remove themselves from the course should they not comply with our safety procedures.

## Section 4: Post Course - Test & Trace

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It is recommended that participants monitor their health after the course and if they believe that they may have contracted COVID-19 within a period of 48hrs from the final day of the course then they must inform Lakes First Aid of this information.

If we are contacted by NHS Track & Trace Lakes First Aid are obliged to pass on the contact details of any participants, trainer and other individuals who may have been in close proximity to the participant on the course. The definition of close contact is:

- Being within 2 meters of someone for 15 minutes or more
- Being within VERY close contact of someone (less than 1 metre away)

Current Government Guidance states that there is not a requirement to test & trace if someone:

- Has not been within close contact to the another person (less than 2 metres away)
- Has been using good hand hygiene
- Are wearing correctly fitted PPE when in very close contact (less than 1 metre away) of someone

## Sources

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### First aid during the coronavirus (COVID-19) outbreak

Health & Safety Executive, April 2020

### Statement on COVID-19 in relation to CPR & resuscitation for those teaching resuscitation techniques

Resuscitation Council UK, 4th March 2020

### Working safely during COVID-19 in offices and contact centres

Public Health England, 11 May 2020

### Talking with your workers about preventing coronavirus

Health & Safety Executive, May 2020

### Working safely during the coronavirus outbreak – a short guide

Health & Safety Executive, May 2020

### COVID-19 Guidelines

European Resuscitation Council, 27 April 2020

### COVID Secure Training Environments

Qualifications Network, 21 May 2020

### Delivery of face-to-face first aid training

First Aid Quality Partnership, 3 June 2020

## Appendix 1: Trainer guidance for planning & delivering a course

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### Set-up

1. Thoroughly sanitise the following areas\*:

- High touch areas i.e. door handles, door pushes, door frames
- Toilets
- Chairs
- Tables
- Floors

\*For in-house courses check with the nominated contact person that these areas have been sanitised and that they have record of this.

2. Layout training room using chairs & marker signs into 4m<sup>2</sup> zones / person (including the trainer).

3. Place sanitiser, tissues, gloves and hand cleaning advice signs in a centrally accessible location.

### Arrival

1. Where possible arrival times should be staggered for registration. For larger cohorts & certain venues we may ask participants to wait in their vehicle or in a holding zone where they will be individually invited to register before entering the training room.

2. Ask participants to thoroughly sanitise hands prior to entering the building / training room.

3. Ask the screening questions as outlined in Appendix 3. The following statement should be included:

*“As part of our safety procedures for ensuring a COVID-Safe training course we are requesting all participants to complete a self-screening questionnaire on arrival. This includes a series of verbal questions with each participant and should start with”*

*“To prevent the spread of COVID-19 and reduce the potential risk of exposure to our trainers and customers, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect everyone during this time.”*

4. Ensure participants use their own pen / pencil for signing in, avoiding leaning on or touching the signing in sheet and surrounding surfaces

5. Where possible use a portable electronic device to sign in participants using a question & answer process.

## Introduction

When talking about hygiene ensure you include a statement along the following lines:

*“Hygiene standards in first aid are typically very high however we would ask you to ensure you follow good hand hygiene procedures by washing your hands after touching any high-touch surfaces, after using the toilet, after leaving the training room, after the CPR session and before & after eating food.”*

Also emphasise that there is hand sanitiser and gloves available however this is in addition to safe hand hygiene procedures and does not replace good hand washing procedures.

Include an outline of the social distancing rules and that, for the majority of the course, all practical activities & assessments will be undertaken on a manikin or on themselves

For any practical tasks where participants are required to work with another person they should:

- (a) Always work with the same partner
- (b) Minimise contact time with another person
- (c) Use a face covering, face shield & gloves
- (d) Ensure they have disposed of gloves (if used) and they have washed their hands

## During the course

Remind people to wash their hands as often as possible

## CPR

Please carry out the following steps:

- (1) Ensure manikin lungs & face have been replaced.
- (2) First use of manikin - demo how to spray & clean using Virkon Spray & cheeky wipe.
- (3) Second use manikin: Introduce the use of a pocket mask or provide manikin wipes
- (4) At the end remove the lungs and faces and place in dry bag with masks

**\*\*How to use of Virkon spray: Spray face and leave for 30 seconds.\*\***

Should participants enquire as to our manikin hygiene please use the following summary:

- Lungs & faces are changed after every use
- We ask all participants to clean the manikin before and during use
- Face masks are available on request
- Each person is supplied their own individual manikin
- Keep your face mask on your person throughout the session
- Wash hands after use

## End of course

Remind all participants to place all items into the zipped manikin bags

Wipe down all yoga mats & kneeling mats with disinfectant

Clean all contact surfaces & bag all disposable waste

## Donning & Doffing

PPE should be put on (Donning) & removed (Doffing) in an order that minimises self-contamination.

### Donning Process\*

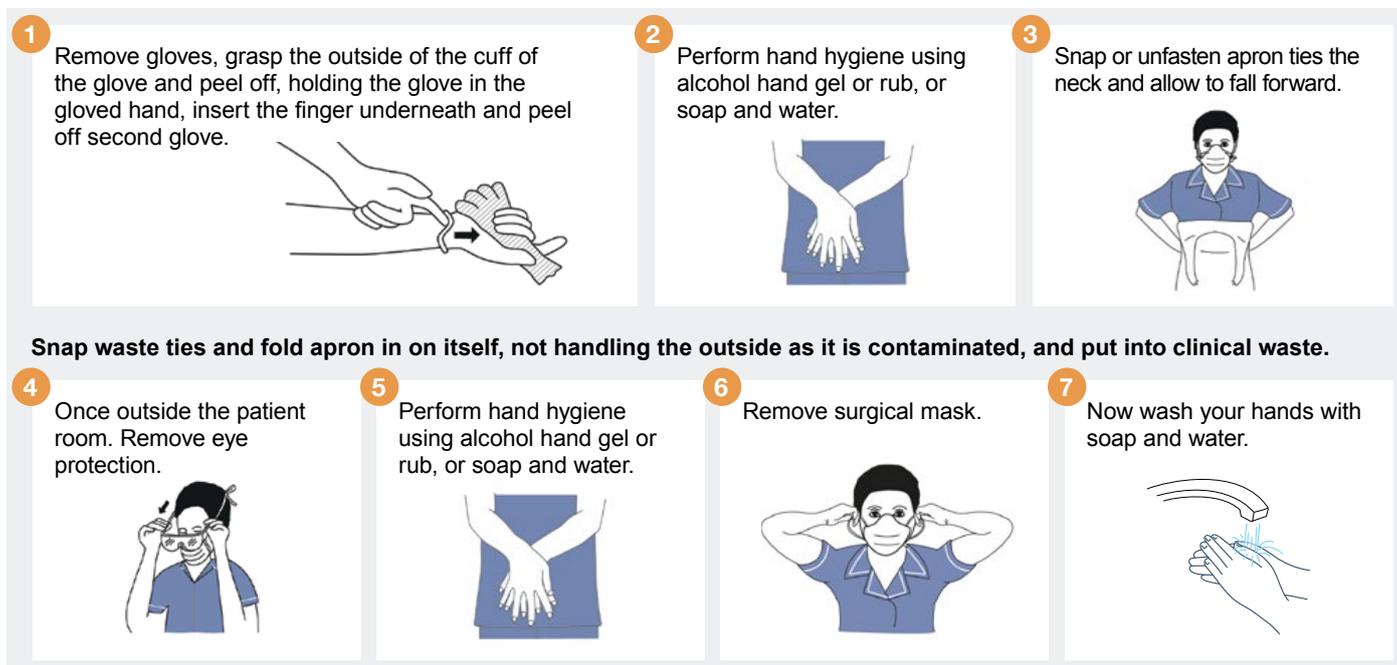
1. Wash hands thoroughly or decontaminate hands with alcohol hand gel
2. Secure the face mask ensuring it is over the bridge of the nose and below the chin
3. Place eye protection over eyes
4. Put on gloves and ensure that these are pulled up as close to the sleeve as possible



### Doffing Process\*

1. Remove gloves turning inside out
2. Remove eye protection removal
3. Remove face mask removal
4. Thoroughly wash hands with soap & water

\* An apron wont be required for first aid training however it should be mentioned as part of PPE for a real first aid situation if there are suspected symptoms of COVID-19



## Appendix 2 - COVID-19 participant health screening questionnaire

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### A. Symptoms of COVID-19

**Q1 - Have you or anyone in your household or anyone in your support bubble had close contact with someone diagnosed with COVID-19 within the last 14 days?**

[If YES they should return home, self isolate and follow NHS guidelines]

**Q2 - Do you have any of the follow symptoms:**

- High temperature?
- New continuous cough?
- Any loss or change to sense of taste or smell?

[If YES they should return home, self isolate and follow NHS guideline]

### B. COVID-19 test

**Q3 - Are you or someone you live with or someone within your support bubble had a test for COVID-19 and are still awaiting the results?**

[If YES they must return home, self isolate for 14 days and follow the NHS guidelines.

This does not apply to the randomised survey from the Office of National Statistics (ONS)]

### C. Allergies, coughs & sneezes

**Q4 - Do you have any allergies or illnesses that may make you prone to sneezing or**

[If YES. Please ask them to ensure their hand hygiene is increased, if they have any tissues, do they know what to do when they sneeze if no tissues available & if they have a face covering?]

### D. Close contact

**Q5 - Is there anyone you are happy for us to assign to you for the practical paired activities?**

We have greatly reduced the amount of contact time time when completing hands on first aid training with other people. For the few occasions when we do require hands-on practice this will be via a buddy system with the same person throughout the course along with extra PPE.

### E. PPE

**Q6 Do you have disposal gloves available?**  
**Q7 Do you have antibacterial wipes available?**  
**Q8 Do you have a face covering?**

We will provide PPE appropriate to any practical tasks which require close contact. We are also happy for you to wear your own if you would like to do so.

## Appendix 3 - COVID-Secure On-Site Questionnaire

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As part of our safety procedures for ensuring a COVID-Safe training environment for both your staff and our trainers we are requesting organisations to complete a pre-course questionnaire to ensure that all necessary COVID-Secure checks have been completed prior to our arrival.

**IMPORTANT - Please read the following carefully before completing the questionnaire.**

### 1. Delivering your course

- It is your responsibility to ensure current government advice is followed along with any course-specific guidelines we provide.
- It may also be necessary for us to carry out a site-inspection prior to arranging a course.
- We reserve the right to request that reasonable adjustments are made to your training room should we deem that your venue does not meet our current COVID-Secure standards.
- If the trainer judges a venue not to be suitable on arrival, the trainer is within their right to refuse to deliver the course, unless adequate adaptations are made.
- We reserve the right to ask a participant to remove themselves from the course should they not comply with our safety procedures.

### 2. The training room

When identifying a suitable training room at your venue for the purposes of first aid training you should consider the following points:

- Each participant will be assigned their own work space for the duration of the course which is 4m<sup>2</sup> / person. This must include all participants & the trainer.
- You must also allow sufficient space for the participants and trainer to move to and from their work space for going to the toilet, washing hands & entering or leaving the room.
- The room layout should include chairs that all face in the same direction towards the trainer and a space immediately in front of each chair for a floor mat & a CPR manikin that is still within their individual 4m<sup>2</sup> work space.
- Immediately prior to the course commencing each venue / training room should be prepared and organised to meet current guidelines for a COVID-Secure setting.

### 3. Cleaning & sanitising

It is expected that all high touch areas are sanitised thoroughly prior to our arrival. This should include door handles, door pushes & door frames, floors & chairs.

### 4. Hand hygiene

First aid training generally involves greater contact with other surfaces & equipment as well as occasional close contact with one other person. We will require suitable measures in place for access to hand washing facilities throughout the training course.

### 5. Breaks & lunch

When practical to do so we will request that all participants vacate the training room during all breaks & lunch time. Please indicate if you have any special procedures in place for break times.

## Questionnaire

Please complete and return to Lakes First Aid as soon as possible. Do get in contact if wish to discuss any question further.

### 1. Social distancing (please refer to note 1 for more details)

- Can all participants + trainer be seated in a 4m<sup>2</sup> working space with appropriate social distancing measures for moving to & from their work space?
- Do you have any social distancing signs that we can utilise for the training course?

### 2. Room ventilation

- Can the room be ventilated or the air circulated to ensure good airflow throughout?

### 3. COVID-Secure Work / Training Environment

- Do you have a COVID-Secure Safety Policy & risk assessment for your work setting?  
*Please forward a copy with this questionnaire*
- Do you have a COVID-Secure safety policy for the room & toilet facilities for which the training will be carried out?  
*Please forward a copy with this questionnaire*
- Do you have any measures in place for screening your staff for COVID-19 symptoms?

### 4. Cleaning & sanitising (please refer to notes 2 & 3 for more details)

- Do you have suitable measures in place for hand washing throughout the training course?
- Will the training room have been appropriately sanitised prior to arrival?

### 5. Breaks and lunch (please refer to note 4 for more details)

- Do you have safety policies / procedures in place for staff taking a break?

### 6. Any other comments

Please include any specific procedures that you may have in place that will help our trainer plan & deliver your course i.e. times to avoid taking a break, specific site-protocols on arrival etc.