

Coronavirus COVID-19 – Workplace Courses and Qualifications Training (Last Updated 3.1.2021)

“Providing Safe and Socially Distanced Training”

Introduction

During these difficult times, we understand that it has been difficult for all employers and employees regarding the training of staff. Sweet Training has created this document with the aim of providing guidance to candidates about how they can safely attend courses for their own development and ensuring that staff at businesses remain safe.

Following announcements from the British Government. Training is still allowed in all areas regardless as to whether they are in Tier 4 or Tier 3, as long as the course is considered mandatory for safety or legal purposes (ie providing First Aid provisions for the workplace). All courses must comply with current social distancing guidelines which may restrict the number of candidates allowed on a course.

We will strictly be adhering to the advice and guidance provided to us by Public Health England (PHE), the Health and Safety Executive (HSE) and where appropriate the UK Resuscitation Council (UKRC).

We are closely following government guidelines and this document has been created to provide guidance on how you can expect training to take place with Sweet Training. Although we want to provide as much training as possible, we will only provide training as long as we can comply with current guidelines to ensure the safety of our candidates and our trainers.

We hope you find this document informative and helpful to keep you, your candidates and others around you safe on our courses during these difficult times. Should you ever have any questions about attending a course, or organising a course, please do not hesitate to get in contact with us using the hyperlinks on the footers of this document.

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How are Sweet Training making training safe for us?

1. If any candidate suggests that they have any of the symptoms of COVID-19 (e.g a new and persistent cough, a high temperature (exceeding 37.8°C), or any loss or change in smell and taste) or you have had/have a family member or member of your household who has had symptoms or should be shielding as they are in a high risk group, you should not attend any of our face to face courses. Should this be the case, if you contact us at admin@sweet-training.co.uk, we will be able to transfer you onto a course at a later date for no extra charge.
2. We will be discussing with potential venues the requirements set out to safely complete training for courses. This will include setting out guidelines for; maximum capacity, available sanitiser/hand wash stations, social distancing, ventilation, changing and toilet facilities.
3. Upon arrival at the course, each candidate will be asked to use the hand sanitizer/gel/wipe and asked to thoroughly sanitize their hands. They also have the option of going to the nearest restroom and washing their hands with soap and water should they wish. It will be at the discretion of the trainer to show videos of how to safely wash and sanitise their hands. Links to the videos can be found at:
 - <https://youtu.be/1APwq1df6Mw>
 - <https://www.youtube.com/watch?v=aGJNsplRdrc>

Candidates should not touch their mouth, nose or eyes unless they have just washed their hands. Should a candidate need to sneeze or cough, this should preferably be done into a tissue and disposed of immediately. We recommend that candidates provide their own tissues. Candidates can also choose to wear their own Personal Protective Equipment (PPE) should they choose to do so.

4. Due to certain Awarding Body Requirements, the trainer may ask to check each candidates temperature prior to the start of the course. This will most likely be completed with a tympanic thermometer (a simple device taking temperature via the ear giving the most accuracy) or with a non-contact forehead infrared thermometer.
5. The trainer will implement strict social distance measures throughout the course and candidates will have to abide by any social distancing measures set out by the trainer.

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6. For any courses requiring manikins, Sweet Training will operate a 1 manikin per candidate structure to ensure that necessary hygiene measures can be put into place in line with industry guidance.
7. Sweet Training wishes to give our candidates some added reassurances by cleaning and replacing the manikins parts in front of our learners prior to the course starting should manikins be required. It will then be the responsibility of the trainer to discuss best practice for manikin management, cleanliness and hygiene in line with industry guidance, which consists of the following topics;
 - a. Lungs, Airways and Valves are replaced frequently
 - b. One-way valves which stop air coming back out of the manikins mouth and direct expired air out of the back of the manikins head via a filter
 - c. Alcohol/Sanitising wipes to be used between candidates use with an emphasis on scrubbing
 - d. Anti-surfactant wipes (Trionic Wipes) used after each session (these remove any bio-film as well as kill germs)
 - e. The above steps by themselves are not sufficient to prevent cross infection. The HSE and microbiologists consulting with the National Health Service (NHS) in England have approved these measures as being sufficient but to decrease the risk further, candidates will be asked to use a face shield that will be supplied by the trainer.
 - f. Candidates must use the face shield supplied by the trainer in the correct way each use (do not turn it over and use the other side). It will be the responsibility of the trainer to demonstrate safe use of a face shield.
 - g. A face shield will also provide sufficient protection so candidates can safely pinch a nose for resuscitation during CPR.
 - h. Alternative methods of infection control such as the replacement of the manikins faces may also be used at the discretion of the trainer.

IMPORTANT – Additional measures are required for manikins without one-way valves

The Laerdal Baby Anne manikin only has a one-way valve. This means that the candidate is not guaranteed protection like the other manikin airways, as this is how they are designed. It is therefore vital that candidates only practice CPR on infants whilst using the face shield. In addition, it will be the responsibility of the trainer to dispose of the manikins lung and disinfecting the manikins face after each use to ensure we're adhering to and following manufacturer's instructions

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8. Between usage of the manikin, it will be the responsibility of the candidate to use the appropriate wipes/spray on the manikin after they have used it. This includes wiping the face, chest, and any other areas the candidate may have touched the manikin. Sweet Training recommends that all candidates give a thorough clean of the manikins after they have used them, regardless of where they have touched the manikins themselves.
9. At Sweet Training, we have altered our training strategies to ensure that trainers and delegates avoid touching where possible and remain socially distanced during practical elements of a course.
10. Gloves, Face Shields, and individual manikin faces as well as individual lungs for babies will be provided per candidate attending the course.
11. At the end of every theory session, trainers must request that candidates sanitise or wash their hands.
12. Before and after each practical session, trainers must request that candidates sanitise or wash their hands.

NB. It is vital that the Trainer advises all candidates of the above guidelines. Due to the extra measures put in place, Candidates should also be made aware that ensuring their safety and the safety of everyone on the course and around them may increase the suggested contact time for the course.

Arriving at the venue

When the candidate arrives at the venue where their course is taking place, it is the responsibility of the trainer to either greet the candidate themselves or arrange for a member of staff to greet the candidate and show them where to go. As part of a Risk Assessment, it is the responsibility to take the temperature of the candidate upon their meeting.

Depending on the location and availability, this may be with a partition screen between the candidate and trainer. At this time, it will also be the responsibility of the trainer to ask the candidate for their identification.

The candidate will then be directed to the location where the training/course is due to take place. The candidate will then be given a specific area of the location to sit in and place any belongings they have brought with them. This is important to allow the trainer to maintain

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social distancing and it will be the responsibility of the candidate to not change where they sit in the room.

When the candidate is in their position, it is the responsibility of the trainer to provide the candidate with specific equipment. Should the course involve practical elements (such as First Aid), this equipment may include but is not limited to: Gloves, Face Shield, Sanitiser (Gel/Wipes/Spray), pen/pencil, appropriate course manual and a Learner Registration Form/Register.

While the trainer continues to welcome and check other learners, it is expected that candidates will use this time to wash or sanitise their hands.

Starting the Course/Training

Once all candidates have arrived, sanitised or washed their hands and completed the relevant paperwork, the trainer will be able to start the course/training.

During the Course/Training

It is the responsibility of the trainer to advise the candidates when any equipment provided should be used. For example, in a First Aid Course, when requiring candidates to perform CPR, it is the responsibility of the trainer to remind candidates to use a Face Shield. It is the responsibility of the candidate to follow the instructions of the trainer. This is for not only the safety of the candidates but for the safety of the trainer and other people that may be at the location (For Example building staff)

Breaks and Lunch

At scheduled times during the course/training, a break/lunch will be announced by the trainer. It is recommended that all breaks are taken outside or in a staff only area as long as social distancing is maintained. By vacating the training area, this allows the trainer the opportunity to change and amend any aspects of the room as they deem fit depending on the schedule and the modules being covered in the course. The trainer will release candidates in an orderly fashion to comply with Social Distancing and candidates will be reminded to wash their hands before returning to the room.

It is the trainers discretion as to whether they wish to offer refreshments such as tea or coffee. If tea and coffee is provided, sanitiser must be available and social distancing must be adhered to. If food is available on site, it is the responsibility of the site providing the food to provide safety measures.

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Practical Elements

In accordance with the Awarding Bodies that govern the qualifications taught through Sweet Training, we have made some changes to the way that the candidates will be assessed for competence. In addition, Sweet Training has made changes to provide enough and extra equipment to ensure that candidates can successfully complete a course or training without the need to touch another candidate.

In some courses/training that Sweet Training offer, there are practical elements that need to be assessed. It is the responsibility of the trainer to read and understand the guidance given by the awarding body on how to assess these practical elements safely. It is the responsibility of the candidate to ensure they comply with the instructions given by the trainer.

Contaminated Items

If a candidate feels they have touched an area which has become contaminated, they must wipe it down with the appropriate chemicals or sanitiser and dispose of any cleaning materials such as wipes that they have used.

Paperwork

In accordance with regulations from Ofqual, and regulated course will require candidates to complete a test/exam as well as any required practical elements. It is the responsibility of the trainer to provide the candidate with the relevant paperwork prior to the commencement of the course. Upon completion of the course, it is the responsibility of the candidate to ensure any signatures are on the paperwork and leave the paperwork in the position they were assigned by the trainer. It is the responsibility of the trainer to then put on gloves and upon checking all the paperwork is in order, place the paperwork in a plastic wallet (or equivalent). Gloves will need to be changed after handling each candidates paperwork.

In summary

Sweet Training has gone to great efforts to ensure that our training is COVID-19 safe, and whilst we can prepare as much as possible, this will be dependent on what is available to us. Sweet Training may need to modify what we have organised should circumstances

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change and it is the responsibility of the trainer to comply with and safety measures set out by the location of the course/training.

We thank you for choosing Sweet Training Ltd and we value your companies and your candidates co-operation and support during these difficult times. We look forward to seeing you on one of our courses soon.

Guidance for Trainer Assessors: adjustments to allow for 2m Social Distancing

CPR

HSE and the Department for Education (DfE) still require rescue breaths to be trained and assessed as part of any First Aid Course. It is the Trainer Assessors responsibility to follow and abide by the manikin hygiene procedures as labelled above. It is the responsibility of the Trainer to ensure that candidates are aware of the UKRC guidelines on performing real life CPR during the COVID-19 pandemic and the protective measures that should be taken.

Unconscious but Breathing Casualty

Candidates are currently being allowed to perform the Primary and Secondary Survey on a manikin. It is the trainers responsibility to inform the candidate that they must articulate how they would complete both surveys and how they would place a casualty into the recovery position. It is the responsibility of the candidate to ensure they articulate in detail to the Trainer what they are doing and how they are doing it. It is then the responsibility of the trainer to ask the candidate to demonstrate how they would place themselves into the recovery position. It is the responsibility of the candidate to perform the recovery position on themselves. It is the responsibility of the learner to sanitise the manikins after they have used them (as stated in the guidance above). A professional discussion can then be given by the trainer for any additional training or assessment points.

Choking Casualty

It is the candidates responsibility to sanitise their hands before and after demonstrating treatment for choking on a manikin (NB no choking vests can be used at this time). The

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candidate should then demonstrate effective back blows and correct hand positioning for abdominal thrusts on the manikin. It will be the responsibility of the candidate to wipe down the manikin after they have used it. A professional discussion can then be given by the trainer for any additional training or assessment points.

Wounds and Bleeding

Candidates will be required to demonstrate applying a bandage on themselves (NB legs being the easiest and most logical option). The candidate should then show the trainer assessor how to place themselves into shock. Alternatively, a candidate can demonstrate treatment of a head wound on a manikin if better or appropriate. It is the responsibility of the candidate to sanitise/wash their hands before and after using the manikin. It is also the responsibility of the learner to wipe down the manikin after completion of this task.

Slings

Candidates will be required to demonstrate how their own arm would sit in either an elevated or support sling. This must be done by having the candidate place the sling in the correct position. In replacement of tying the sling behind themselves, it is acceptable for the candidate to hold or place the sling in the position where they would tie it and state 'I would tie in this position' (or words to that effect). It is the responsibility of the trainer to provide slings for each individual candidate.

C-Spine / Manual in line stabilisation (MILS)

Candidates will be required to demonstrate how they would support the head using MILS on a CPR manikin. If appropriate to the course, the candidate should articulate how they would then place a casualty into the Spinal Recovery Position. A professional discussion can then be provided by the trainer for any additional training or assessment points. It is the responsibility of the candidate to sanitise their hands before and after completing this task. It is also the responsibility of the candidate to sanitise the manikin after completion of this task.

Management of Anaphylaxis

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Candidates will be required to demonstrate how to administer a 'trainer' Adrenaline Auto Injector (AAI) on their own person. The candidate will then be required to demonstrate how they would position themselves based on the questions asked by the trainer assessor. A professional discussion can then be provided by the trainer for any additional training or assessment. It is the responsibility of the candidate to sanitise/wash their hands prior and after the completion of this task. It is the responsibility of the trainer to provide sanitising wipes/gel/spray for the candidate to clean the 'trainer' AAI. It is the responsibility of the candidate to sanitise the 'trainer' AAI with the appropriate equipment given.

Guidance for Trainers

To all trainers who teach/train for Sweet Training, we remind you that as the trainer/teacher, you hold a certain level of responsibility for the safety of not only yourself, but your candidates, and any other members of the public that may be on site during your course. We strongly urge all our trainers to maintain social distancing as per government guidelines and to positively promote that others do the same. We at Sweet Training want you and everyone involved with our courses and training to remain safe, and by following these guidelines and the guidance published by Government and other bodies, will help you to remain safe and keep other safe as well.

Appendices

Sweet Training will be strictly following the advice and guidance given by the Government, the HSE and PHE. In addition, for the creation of this document, we have also taken advice from other sources including awarding bodies and regulatory forums:

- Quallsafe Awards - https://quallsafeawards.org/wp-content/uploads/2020/05/QA-COVID-19-Socially-Distanced-First-Aid-Training-V2.pdf?dm_i=4UZ0,CBLG,PRWK5,1DOC1,1
- National Health Service (NHS) - <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- UK Government - <https://www.gov.uk/government/publications/our-plan-to-rebuild-the-uk-governments-covid-19-recovery-strategy/our-plan-to-rebuild-the-uk-governments-covid-19-recovery-strategy#our-approach-a-phased-recovery>
- Resuscitation Council UK - <https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>

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- First Aid Quality Partnership - https://qualsafeawards.org/wp-content/uploads/2020/05/FAQP-covid-industry-statement-21-05-20.pdf?dm_j=4UZ0,CBLG,PRWK5,1DOC1,1
- Health and Safety Executive (HSE) - https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm?dm_j=4UZ0,CBLG,PRWK5,1DSF3,1
- First Aid Industry Body (FAIB) - <http://www.faib.co.uk/>
- Federation of First Aid Training Organisations (FOFATO) - <https://www.fofato.co.uk/>

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