

Staying COVID-19 Secure in 2020 – Risk Assessment and Health and Safety in Training Information

Staying COVID-19 Secure in 2020

We are COVID-19 Secure:

- We have carried out a risk assessment and shared the results with our staff team. We will share this with customers and others who might require it
- Handwashing training and glow germ exercises are now standard on all our face to face courses, as is the provision of alcohol gel, tissues and information promoting good practice.
- In our training rooms and offices there is a plentiful supply of paper towels, hot and cold running water, and wipes. Our offices including all contact surfaces are regularly cleaned. Educational posters are displayed
- Our consultants travelling to customers sites have been provided with wipes, gloves, alcohol gel and respiratory protective equipment (FFP3 masks) for use as required
- Our directors, administration team and consultants are working from home where practical to do so
- We have taken reasonable steps to maintain a 2m distance in the workplace and reduced course number to a maximum of 6 delegates, and rearranged reception furniture to accommodate this
- Where our courses do not allow for people to be 2m apart we have done everything practical to manage this. This includes 'live streamed training', and we have removed the need for group practice as far as reasonable. We request face masks are worn where training does not allow for 2m social distancing on first aid and manual handling courses



Risk Assessment

We have completed a COVID-19 risk assessment which covers our day to day business activities:

- Working from home
- Travelling to work
- Office administration
- On-site health and safety consultancy services (at customers premises)
- On-site training delivery (at customers premises)
- Training at our premises
- Face fit testing

You can access our risk assessment on-line by [clicking here](#)

Acorn Health & Safety Ltd		Company Name	AHS	Issue Date	25/05/2020
Acorn Number	Covid-19 Training	Document Number		Review Date	

Face to Face Training

We recognise that that some staff members and employers may be anxious about attending face to face training. The information below provides a summary of the steps we are taking to ensure the continuation of training delivery, whilst at the same time mitigating the risk of the spread of COVID19.

- Only when training is identified as being essential by an employer, supported by ourselves are we inviting delegates to participate in face to face training
- On all courses at our premises we have reduced course numbers to SIX and reinforce social distancing during training, so far as is practical depending on the nature of the course
- For courses taking place on-site at customers premises, number are dependent on the learning environment and agreed at the time of booking
- We continue to follow the standard precautions we have always had in place on all of our courses
- We are asking our trainers to declare fitness for work and sign our COVID-19 self-certification questionnaire
- We ask all course delegates to sign our COVID 19 self-certification questionnaire
- We have issued alcohol gel, tissues, and hard surface wipes to all of our trainers together with hand washing advice and catch it, kill it, bin it, posters
- We have introduced a number of additional slides on all face-to-face training courses that consider how COVID-19 is spread, reinforce standard universal precautions, and include a hand washing exercise using Glo-Germ
- Where the nature of training requires physical contact and social distancing cannot be maintained, we ask delegates to work in the same pair throughout the day, where practical with usual team members
- We have developed a number of live streamed courses and video conferencing to minimise classroom contact time, again where practical to do so
- Doors and windows throughout our premises are opened to improve air flow and reduce contact on hard surfaces, we encourage customers to do the same on their premises
- We ask delegates to notify Acorn Health and Safety should they develop any COVID-19 symptoms with two weeks of their completing a course, so that we can 'track and trace' other learners

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First Aid and Resuscitation Training

In addition to the above face to face training information, the following additional precautions have been introduced on our face to face first aid courses. This information has been cross referenced with guidance from the Health and Safety Executive (HSE), Quallsafe Awards and the Resuscitation Council (UK). Acorn Health and Safety's face to face first aid training meets or exceeds all currently published guidance.

- All delegates attending courses are provided with individual sets of training equipment for their use during courses
- Adjustments to the course programme have been made so delegates are able to practice certain skills on themselves to support social distancing, for example this includes the recovery position and bandaging
- New manikin lungs on all courses, little Annie lungs have one-way filters separating air inhaled and exhaled by the manikin
- Manikin faces are washed at 60° and individually wrapped for course delegates
- Individual face shields are provided for delegates use during resuscitation training
- If needed, we will teach chest compression only CPR based on current RCUK guidance and the clinical environment staff are working in
- Clothing has been removed from training manikins to aid cleaning of hard surfaces
- All training equipment is thoroughly cleaned after each course

Manual Handling Training

In addition to the above face to face training information, the following additional precautions have been introduced on manual handling courses, we:

- Have a dedicated training room for manual handling training
- Regularly cleaning all hard surfaces, no differently to that ordinarily undertaken in the clinical environment
- Have removed disposable items of training equipment from use/or (subject to availability) can introduce these items into training (for example slide sheets and dressing aids)
- Regularly wash / dry all hoists slings used in training
- Require the wearing of N95 or equivalent face masks during practical manual handling skills training and ask that these are provided where possible by employers

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Any Questions?

We hope this information answers your questions and addresses any concerns you, or staff members might have. If you require further clarification on any of the above, please do not hesitate to contact us.

We are here to help.

E-mail info@acornsafety.co.uk

Call [0117 958 2070](tel:0117 958 2070)

Out of Hours [07970 708 656](tel:07970 708 656)

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