

Health and Safety Training Course Delivery During the COVID-19 Pandemic

Introduction

We appreciate that this is an uncertain and anxious time for many of our customers and therefore the following information has been put together to help you make an informed decision about what is right for your business / organisation and staff team at this time.

Acorn Health and Safety provides training to over 18,000 delegates every year across a wide variety of business sectors including health and social care, office and retail, education, manufacturing, and construction. There is no 'one size fits all' approach but please be assured everyone's health and safety is our priority.

Please remember we are here to help.

Getting in Touch

You can get in touch with us in the usual way with any training, consultancy, or general enquiries

Telephone	0117 958 2070
E-mail	info@acornsafety.co.uk
Out of hours	07970 708 656

Is Training Essential?

As an employer you need to decide how best training can be delivered to your staff team at this time, and in the case of face to face training whether you consider this to be essential at this time. To assist in making these decisions you should consider your:

- Statutory duties (i.e. that which you are required to do by law), as in most cases these have not been relaxed due to COVID-19. The Health and Safety at Work Act (1974) requires employers to provide employees with the necessary information, instruction, training, and supervision
- Policies and procedures, which may stipulate the frequency of training and development activities. You may choose to review these policies and, for example, the validity of existing qualifications
- Employees, for example a new staff member being recruited into health and social care, may require training in core areas such as 'moving and handling' or the administration of medicines
- Business now. Are there currently any gaps in essential training that could result in accidents or harm to others? For example, are staff members trained in moving and handling, do you have an adequate number of first aiders, fire marshals and staff trained in the use of evacuation chairs to reflect current shift patterns and business hours
- Business in the future. What key / essential skills will your staff need to put them, and your business in the best possible position as we begin to prepare for returning to work?
- Training options? Do you need to provide statutory training face to face, could e-learning or live streamed training courses meet your needs at the current time?

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Need Help Making the Right Decision?

Like many businesses COVID-19 has and continues to have a significant impact on our business. Whilst we could simply sell you training it is important to us that you do the right thing for your business, staff, customers and in the case of the health and social care sector those you support.

As a health and safety consultancy practice, our consultants are able to provide advice, support, and guidance on a wide variety of topics, including:

- First aid risk assessments
- Patient / client handling
- Legislative requirements
- Infection control
- Regulatory body requirements (such as CQC, DFE, and the HSE)

What if Staff are Currently Furloughed?

Many staff members who are currently furloughed are choosing to continue participating in training courses as part of their continuing professional development and/or to better prepare themselves and their businesses for returning to work.

For existing **OPEN** course bookings (those at our venue), we will either:

- Invite staff to participate in the next suitable course (such as 'Zoom', Microsoft Teams or similar)
- Transfer their place to a future date in 2/3 months

For existing **IN-HOUSE** course bookings (those taking place at your venue), we are:

- Contacting customers, postponing training (if necessary / non-essential) and seeking alternative course dates
- Taking a practical view for any training within our usual terms and conditions of booking

(Further details on our most popular course programmes currently running are on page 4)

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Training

What training are you currently providing?

In short, we continuing to offer a wide range of training courses to meet the often varied and individual needs of our customers, their businesses / organisations and in many cases those they support, this includes:

- Live streamed 'zoom courses' for groups and individuals
- E-learning
- Face to face courses for individuals and on customers premises

Live Streamed Courses

We have adapted, and successfully delivered over 20 live streamed training courses, or in some cases part courses to further promote social distancing. These courses have been extremely well received by customers, achieving the same levels of engagement and interaction we would ordinarily expect in the classroom environment.

We are continuing to adapt a number of our own courses and speaking with a number of awarding bodies to further support this method of training delivery.

Our main platform for delivery is 'Zoom', however we are also delivering using Microsoft Teams and similar, video conferencing solutions. We have taken the necessary steps to ensure data security using these platforms, including seeking external advice from our IT provider

Information on our open courses for individuals and small groups can be found [Here](#). We are also providing regular training courses for staff teams which typically can accommodate up to 10 delegates, please contact us for more information.

E-Learning

E-learning has been part of our training portfolio for a number of years. Additional information can be found [Here](#), including the option to register for a free trial. For larger volumes of e-learning licences, training bundles and course specific enquiries please contact us.

Face to Face Courses

Our face to face courses include the provision of 'accredited first aid training course programmes' and 'people handling training' where participation in practical skills is an essential part of learning and cannot safely, effectively, or responsibly provided in another way, for example this would contradict legislation or published guidance.

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Our Current Course Scheduled Programmes

Asbestos awareness	½ day live streamed training or e-learning
Administration of Medicines to Children	½ day live streamed training
Administration of Medicines in Care	½ day live streamed training
Emergency First Aid at Work (EFAW)	1-day face to face delivery
First Aid (Level 3) Paediatric Course	2 days face to face, or 1-day live streamed and one day face to face
First Aid at Work (FAW)	1-day live streamed training, 2 days face to face delivery
First Aid at Work Requalification (FAWQ)	2 day's face to face delivery
First Aid at Work Annual Refresher (FAWR)	Live streamed training including COVID-19 resuscitation updates
Fire Marshal	½ day live streamed training
IOSH Managing Safely	3 days live streamed training
Manual Handling (load)	Live streamed training, or e-learning
Manual Handling (people)	1-day face to face delivery
West of England Manual Handling Course	2 days live streamed, 3 day's face to face delivery
Qualitative Face Fit Testing (FFT)	30 mins per person, face to face delivery

We are running other live streamed courses, Q&A sessions and have over 50 e-learning courses available

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Health and Safety

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

Staying COVID-19 Secure in 2020
We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- 1 We have carried out a COVID-19 risk assessment and shared the results with the people who work here
- 2 We have cleaning, handwashing and hygiene procedures in line with guidance
- 3 We have taken all reasonable steps to help people work from home
- 4 We have taken all reasonable steps to maintain a 2m distance in the workplace
- 5 Where people cannot be 2m apart, we have done everything practical to manage transmission risk

Employer _____ Date _____

Who to contact: healthandsafety@acornhs.co.uk
or the Health and Safety Executive at www.hse.gov.uk or 0300 330 3445

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

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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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First Aid

Delivery of Face to Face Training

On 21st May 2020 the First Aid Awarding Organisation Forum (FAAOF) recommended that general first aid training should not re-commence until after the government has changed the COVID-19 status to Level 3. Where first aid training is deemed 'essential' courses must only take place where permissible in accordance with UK Government restrictions and published advice.

First Aid Certificate Extension

On 16th March 2020, the Health and Safety Executive (HSE) granted a three-month extension to first aid at work (FAW) and emergency first aid at work (EFAW) courses. The Early Years Foundation Stage (EYFS) made the same announcement with regard to paediatric first aid training (PFA). To qualify for this extension, you must be able to demonstrate why you have not been able to re qualify and what steps you have taken to access training, if asked to do so.

On 21st May 2020, the HSE updated its earlier statement and agreed the final deadline for requalifying first aid courses qualifying for the above extension is **30th September 2020**. Where annual refresher face to face refresher training cannot take place due to coronavirus, the HSE supports the use of on-line refresher training.

The HSE still strongly recommends that the practical elements of FAW, EFAW and requalification courses are delivered face to face, so that student competency can be assessed.

Click [here](#) for the full HSE statement on first aid

Click [here](#) for the EYFS statement of Paediatric First Aid, see section 6.2

Review of First Aid Risk Assessments

In some cases, businesses operating with fewer staff members may be able to review their risk assessment and reduce the number of first aiders required accordingly.

In other cases, a business / organisation may choose to share first aid provision with another business, again this would be considered acceptable providing first aiders:

- Are aware of the types of injury and illness identified in your risk assessments
- Have sufficient knowledge of your first aid facilities and working environment
- Would be able to respond in good time

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First Aid Courses

Where there is requirement for first aid in workplaces based on organisational risk, such as changes in business practice or the availability of staff we are facilitating face to face training to ensure the necessary provision remains in place and, to ensure employers continue to comply with their statutory duties. The following courses are included:

- Emergency First Aid at Work (EFAW)
- First Aid at Work (FAW)
- First Aid at Work Requalification (FAWR)

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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