



Resumption of training August 2020 – Covid 19 arrangements

It has been quite a year! We sincerely hope that you and yours are safe and well.

Simply the Best
training consultancy

We at Simply the Best are looking to **cautiously resume training** as safely and securely as possible for all concerned, and the covid crisis has allowed us to rethink and re-engineer processes, and to make us think radically about our way forward, but we are still committed to our name, wanting to deliver the best possible training to match our client's individual needs.

WE ARE AWARE OF AND COMPLIANT WITH LATEST CORONAVIRUS-RELATED GUIDANCE AS SET OUT BY THE WELSH GOVERNMENT AND THE HSE (<https://www.hse.gov.uk>) AND HAVE RISK ASSESSMENTS IN PLACE

Booking a course

- We are suspending our open course programme
- We are limiting numbers on courses below the maximum permitted number to enable social distancing

TRAINEES SHOULD NOT ATTEND THE COURSE IF...

- They have any symptoms of COVID-19 (cough, high temperature or loss of taste or smell)
- They have been in contact with anyone who has had coronavirus-symptoms within the last 14 days.
- They have been abroad in the last 14 days.

Learners will need to sign a **declaration** to this effect at the beginning of the course.

In the case of any of the above, the learner or instructor should cancel attendance at any time before or on the day of the course.

Attending the course – Trainees will be expected to

- Sign a declaration of status- see above.
- Maintain social distancing at all times
- Handwash frequently during the day.
- Not congregate in groups
- Use appropriate PPE.
- Where possible, do not share equipment. Where this is not feasible, equipment must be cleansed thoroughly when transferred.
- If you develop symptoms on the day you must leave the training course immediately.

Instructors have the autonomy to decide whether a course and/or Learner(s) should commence/ continue if any of the facilities and equipment are not suitable or available, if COVID-19 restrictions cannot be followed, or if the safety of any person is compromised.

Please consider :

Whenever possible It is preferable to train people that work together in a gang regularly than a combination of workers from other sites.

Please ensure :

All trainees are aware of what they are expected to do by ensuring they receive a copy of our document - trainee confirmation-covid 19- TCC19

Venue - If the course is held at STB, You can expect

- The instructor will not shake hands
- You may be asked to have a remote temperature screening.
- To be outside as much as possible in dry weather.
- Tables will be arranged to maintain social distancing
- Handwashing facilities with paper towels are provided.
- Hand sanitiser is available on all work stations
- To bring your own relevant PPE, if required.
- Cleaning materials accessible for equipment use.
- Perspex screens available.
- Only one person in kitchen area at any time.
- Bring a packed lunch and crockery and utensils must not be shared.
- Please do not enter the office area, if you need to speak to admin staff, we will meet you outside, or at an agreed time.



Venue - If the course is held at your premises we will need to liaise with you to ensure that the course can be run within guidelines- SEE CHECKLIST BELOW

If our instructor is coming to your venue, then signage is needed to SIGNPOST the instructor to the training area to minimise contact with others on site.

- ✓ **Outdoor space:** Is there sufficient outdoor space available at the venue to ensure all attendees can maintain social distancing.
- ✓ **Indoor space:** Is there sufficient indoor space available at the venue to ensure all attendees can maintain social distancing. :Is there opportunity to increase ventilation and air flow.
- ✓ **Outbuilding/shed:** Is this outbuilding / shed large and airy with good ventilation.
- ✓ **Social distancing:** Will markers be used to indicate social distancing spacing.
- ✓ **Handwashing:** Will there be hand washing facilities available at the venue.
- ✓ **Hand sanitiser:** Will hand sanitiser be available.
- ✓ **Toilet facilities:** Will there be regular cleaning/cleaning materials available.
- ✓ **Kit and Machinery:** Does each candidate have dedicated kit / machinery available. If kit must be shared is there sufficient cleansing and disinfecting materials available.
- ✓ **Cleaning:** Can you confirm that dis-infecting of relevant areas and surfaces will be carried out regularly or materials provided to do so.
- ✓ **Gates, doors:** Can gates/ doors be left open (if safe to do so).
- ✓ **PPE:** Will the necessary PPE be provided at the venue or Have the trainees been asked to bring their own PPE
- ✓ **Lunch:** Will the trainees have their own lunch/drinks arrangements/ bring a packed lunch.

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