



Workforce Development have implemented infection control procedures on all courses

As a responsible training provider, it is important for us to be actively monitoring the situation and we have put measures in place to reduce the spread of the Covid 19 We do hope this gives you reassurance that we will do whatever we can to reduce the spread of the virus in our training.

Class induction process

Upon arrival your course trainer will welcome all learners and ask that anyone exhibiting respiratory virus symptoms (cough, cold, flu) to return home and contact their supervisor.

An electronic thermometer will be used to check your temperature, this will be held 5 cm from your forehead. If the reading is above 37.8 degrees centigrade then you will not be allowed to remain on the course. Please contact your supervisor.

If someone has knowingly been in contact with someone who has Covid 19 or respiratory virus symptoms and are untested they will be asked to return home and contact their supervisor.

On arrival

Each learner will be given an alcohol wipe or anti-bacterial gel and asked to thoroughly sanitise their hands. Learners will be instructed that if they need to cough or sneeze this should be done into a tissue that is disposed of immediately.

Failing that learners should cough into a bent elbow (better than a bare hand) and NEVER cough/sneeze without covering their mouth/nose. If someone coughs on their hands or uses a tissue, they should use alcohol wipes/sanitiser immediately. Learners should support each other by ensuring that everyone adheres to this throughout the course.

The trainer will explain clearly that no one should touch their mouth, nose or eyes unless they have just washed their hands or sanitised. Trainers will explain what is available for sanitising hands (e.g. sanitising gel or alcohol wipes) and where they can wash their hands.

Prior to training practise, the trainer will remind learners that the bigger risk by far is passing germs from the hands.

How to make training safer

Throughout the training course learners should regularly clean their hands either by washing or with sanitiser, this should be after completing practical or theory segments of the course and especially during break times.

Between learners, alcohol/sanitising wipes will be used on the practical equipment (to prevent hand to surface/surface to hand contamination). More than one wipe may be required, and the sanitiser/alcohol will be allowed to dry naturally before the next person uses the equipment.

There is a one way system in operation around the training rooms. Each learner will have their own individual table and wipes are available to wipe down the surfaces.

In addition, the trainer will wear a visor throughout the delivery of the course and learners will have access to face masks, visors, gloves, hand sanitiser and wipes as required throughout the day.

Many thanks for your cooperation during these difficult times.

Janice Barclay
Service Director
Human Resources, Workforce Development,
Health and Safety and Occupational Health

3107-JH-Aug20

Working in partnership with:

