



Post Covid-19 Changes to Training Protocol

Once the Government rescind the current lock down requirements then industry should start to return to normal.

Our training will need to restart as many of our courses are a legal requirement.

When training restarts we will need to recognise the threat presented by Covid-19 and ensure that steps have been put in place to address any learner concerns around exposure to other people and the risk of disease transmission.

We have therefore considered changes to our operations protocol to cover four key areas of risk potential:

1. The Training Environment

The Training Location/Room

Normally our courses are held at locations under the management of others. Our trainers and our learners should not have any unnecessary exposure to infection risk. To achieve this aim all training environments accessed should be cleaned and disinfected in line with Government guidelines. This should be done by the company that manage the premises.

The training location staff will be advised of their responsibility in this respect via an addition to our normal booking confirmation email. Particular care should be taken in sanitising areas where learners might be using the floor to train, as well as tables and chairs used during the course.

As per government guidance, trainers and learners should be given the ability to ensure a two metre social distance between each other. We envisage that this can be achieved in two ways:

- ⊕ Larger rooms to accommodate up to 13 people (12 learners and 1 trainer) at the two metre social distance. It is important to note that this distance should be maintained for floor based work in first aid and pre-hospital courses.
- ⊕ Smaller group sizes of less than 13 people could be trained in a normal size room while still maintaining the two metre social distance.

Wash Facilities

It is also important that trainers and learners should have adequate access to facilities for the purpose of washing hands. This is in line with current government guidance.

Access

Trainers must access the training room without the need to break the two metre social distance. This may require adjustments to site sign in and access control etc.

Protocol Action - All trainers will be advised to refuse to train at a location if, in their opinion, there is an infection risk due to the training environment.

2. Trainers

Training

The existing Trainer's Manual will be updated with the new protocol actions points and all trainers will be briefed on the changes and their responsibilities prior to their next course.

Protocol Action -All trainers to be briefed immediately on the new protocol.

Set Up Time

Extra time will be required at the start of the course to ensure that the room can be prepared in a way that



will ensure the two metre social distance. Marker cones will be used around the room to indicate the two metre social distances. these cones will be provided and placed by the Promet trainer.

Protocol Action – Trainers to arrive at training location 1 hour - 1 hour 30 mins before the training commences to set up the room accordingly.

3. The Content of the Training

It is highly likely that the general public's views on infection risk and the risk from others will be permanently changed after the Covid-19 pandemic. We consider, therefore, that any training content that brings learners within contact of others and particularly their saliva will be unacceptable.

One way to mitigate this risk would be to remove the practical elements of the course. This is not possible as the content and method of teaching are legally determined by the Health & Safety Executive (HSE) and enforced by the Awarding Organisations (in our case Highfield Qualifications). It may be that in the future HSE might review the practical content of first aid at work courses in light of the current risks. If and when this happens we will ensure to make any changes set out by the HSE and the Awarding Organisations.

For the present however we have identified five areas of the practical content of the course that could pose a risk to learners. These are:

- ⊕ **The Use of a CPR Manikin** - Currently learners share a CPR manikin to practise cardiac compressions and rescue breaths. The manikin's face is disinfected with appropriate disinfectant wipes between each learner using the manikin. As practice continues three or more employees may use each manikin during the course. We consider this is no longer an acceptable training practice. We, therefore, propose that each learner will be **given their own manikin for their sole use during the course**. They will also be offered a face shield should they request them. These manikins will all be cleansed and disinfected between courses and new lungs will be fitted for each course as is currently our practice. Quality records are currently kept where all the disinfection of each manikin is recorded on each occasion. The current guidance from the Resuscitation Council (UK) is that CPR only training can be given and that a number of learners can still share a manikin. We do not believe this will be acceptable to our clients.

Protocol Action – The trainer will provide each learner on the course with their own personal manikin and ensure that each individual uses only their manikin for practice

- ⊕ **Practising The Recovery Position** - Currently learners practice putting each other in the recovery position. This practice will still be required and can be done on a full size manikin. However, it will not be possible to have a full size manikin for each learner. To mitigate the risks, learners will be allowed to practice one at a time and will be provided with gloves to reduce the risk of infecting others as they practice the recovery position. The manikin will be disinfected between uses.

Protocol Action – The trainer will issue gloves to all learners before practice starts and ensures the learners use the PPE provided.

- ⊕ **Practising the Application of a Dressing** - Currently each learner applies a new dressing to the arm of another learner. This practice is risky and should not continue. Like the manikins we will provide each learner with their own practice arm and bleeding block. This can be used to practice dressings, tourniquets and haemostatic dressings, as per course requirements. These arms and blocks will all be cleansed and disinfected between courses.

Protocol Action – The trainer will issue a practice arm and bleeding block to each learner for their sole use.



- ⊕ **The Use of an Automatic External Defibrillator (AED)** - Again our intention is to provide each learner with their own defibrillator for their own use throughout the course.

Protocol Action - The trainer will issue a defibrillator, of any type, to each learner for their sole use.

- ⊕ **The Use of Paper Course Material** - There will also be a small risk from exposure to course material such as course manuals and course paperwork including the examination, the attendance sheet and feedback forms. We will therefore try to minimise this risk by removing paper from the course as much as possible.

Protocol Action - We will seek approval from our clients to move from a paper based attendance and feedback process to a digital one via a tablet.

Protocol Action - We will seek permission from Highfield Qualifications, our awarding organisation, for the course examination to be taken via tablet rather than via a paper based system as is currently the practice.

Protocol Action - The trainer will loan a tablet to each learner for their sole use on the course. The tablets will be suitably disinfected before and after each course.

4. Learners and Others in the Training Environment.

Learner Health

To minimise the spread of the of Covid-19 all learners that are unwell or showing symptoms of Covid-19 should be advised to stay at home. Any learners that do present with symptoms consistent with Covid-19 will be asked to leave the course immediately.

Three questions will be asked of the learners at the start of each course. Any learner that answers yes to any of the questions will be asked to leave the course. The questions are as follows:

- ⊕ Have you, in the past 14 days, had a new continuous cough?
- ⊕ Have you, in the past 14 days, had a loss of or change in your normal sense of taste and smell?
- ⊕ Is there any reason why you should be self-isolating (e.g. family member has symptoms or you are in an 'at risk' group)?

The temperature of all learners will be taken at the start of the course. Any learner that has a temperature of higher than 37.8°C will be asked to leave the course.

All learners will be provided with hand sanitiser and facemasks each for their sole use. A new course briefing will explain the correct procedure for hand washing, hand sanitising, sneezing and coughing. Three new videos will be introduced into the course slides.

How to protect yourself against COVID-19 - <https://youtu.be/1APwq1df6Mw>

Handwashing - <https://vimeo.com/395442604>

Hand sanitising - <https://vimeo.com/395442618>

Protocol Action - Trainer to ask each learner the three questions, as stated above, at the start of the course. Any learner that answers yes the trainer will ask to leave the course. Trainers will be advised to stop the course,, if the learner fails to comply or if the risk to others requires self isolation.

Protocol Action - Trainer to take the temperature of all learners when they enter the room. Any learner with a temperature higher than 37.8°C the trainer will ask to leave the course. Trainers will be advised to stop the course,, if the learner fails to comply or if the risk to others requires self isolation.



Protocol Action - Trainer to ask anyone showing symptoms of Covid-19 to leave the course. Trainers will be advised to stop the course, if the learner fails to comply or if the risk to others requires self isolation.

Protocol Action - Trainer to deliver brief to all learners at the start of each course and show three new videos in the slides.

Protocol Action - Trainer will issue hand sanitiser and facemasks to all learners at the start of the course and ensures the learners use the PPE provided and clean their hands regularly.

Others in the Training Environment

Only learners attending the course will be permitted to enter the training room. Others that are not attending the course will not be permitted in the training room and will be asked to leave.

Protocol Action - Trainer to ask any non learner entering the training room to leave immediately . Trainers will be advised to stop the course if the individual fails to comply or if the risk to others requires self isolation.

Conclusion

We believe that the above changes to our current protocols will provide the maximum protection from infection risk and will reassure employees that they are not being put at unnecessary risk.

All clients will be advised of these changes in due course and all Promet trainers will be briefed on their new responsibilities prior to them delivering their next course.

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