



## COVID-19 POLICY

### Covid-19 Precautions and Risk assessment

1. The client's local Covid-19 procedures should be followed (organisations only).
2. Policies and procedures are fluid in relation to training and other services during the pandemic. People should not attend training or other services if they suspect they might be infected.
3. The register for each course may become contaminated if each individual completes it, therefore, the trainer will complete the form. This is more time consuming, but a pre-populated register would speed up the process. Please can all clients supply a list of attendees one week prior to face-to-face training?
4. The register will also record the temperature of all present. This will provide both a baseline measure should people deteriorate during the session and identify an infection at an early stage. All temperatures will be taken using a thermometer that doesn't come into contact with the skin. Anyone with a temperature of **37.8 0C** or above will not be allowed to train and advised to see their employer.
5. The trainer will continually monitor the wellbeing of the candidates especially if they are coughing continuously or report a sudden loss of taste or smell. They will be advised to see their employer.
6. This procedure follows the easy to remember slogan: **Hands – Space – Face**
7. Sanitising hands is the single most effective way to stop infection spreading
8. Each time people enter the training room they must sanitise (70% alcohol) their hands. (provided).
9. All equipment that the trainee is likely to touch should be decontaminated with alcohol wipes, this is the responsibility of the client to provide and the responsibility of the Trainer to ensure this action takes place at regular intervals.
10. Hands should be sanitised throughout the training especially if people have touched a surface that has been touched by others.
11. All equipment that has been touched should be cleaned with an alcohol wipe during and after the session.
12. Single-use gloves can protect people from cross-infection. They cannot be decontaminated whilst being worn. Therefore, their use is discouraged unless single-use can be guaranteed.



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## Training and Consultancy

13. The space with the least risk of contracting Covid-19 is outside providing a 2-metre interpersonal space can be maintained. Using outside space for training can create different risks such as moving furniture. This can be even more hazardous if stairs and steps are involved. The session will also be adversely affected by the lack of audio-visual equipment. Another major consideration is the weather. Even if the weather was dry it might be too hot or too cold. Consequently, all Freedom training will be held indoors.
14. A well-ventilated training room prevents the build-up of airborne pathogens. Where possible windows should be open. Open doors may facilitate this and reduce the need to touch door handles.
15. Face coverings (preferably transparent visors) should be worn when the recommended distance of 2 metres between people cannot be achieved. This is likely to happen during practical components of the training especially physical interventions. It is the responsibility of the client to provide these.
16. The amount of people attending a training session will be governed by the existing awarding bodies and the capability of the venue to maintain at least one metre distancing with all the chairs facing the same direction. **A maximum of 8 attendees is recommended depending on space – please speak to Tracy Keane prior to training on 07900086368.**
17. Face coverings can help prevent the spread of infection, but the face coverings may become contaminated. When not in use they should be kept in a sealed plastic bag. Hands should be sanitised after removing the covering.
18. All materials used for decontamination should be placed in a sealed plastic bag for safe disposal.

**Freedom Training and Consultancy Ltd and Associate Trainers do not take any responsibility for delegates diagnosed with Covid-19 following a training or consultancy session where all safety measures have been adhered to.**

Tracy Keane  
CEO