



PARK HILL TRAINING

Land - Based Training

PARK HILL TRAINING COVID-19 POLICY

This policy contains Park Hill Training requirements for allowing training/assessment organised by Park Hill Training to continue during the COVID -19 pandemic. This policy is based on current government restrictions and guidance. All trainers/assessors working through Park Hill Training must acknowledge by email that they have received, read and will adhere to this policy.

- Prior to attending training or assessment all delegates are to be sent Park Hill Training COVID-19 requirements (attached)
- Trainers/assessors and delegates are asked to declare that they have not interacted with anyone who has shown or developed symptoms of COVID-19 within the last 14 days and that they have not had any symptoms of COVID -19 within the last 48 hours.
- Trainers/assessors and delegates arriving on site are required to either wash their hands or use an approved sanitiser. Hands are also to be washed or sanitised after going to the toilet and before eating and drinking.
- Trainers and assessors are not to make physical contact with delegates at any time during the training or assessment process
- All instructors/assessors and delegates will be subject to a temperature check on arrival at Park Hill Training main site. Details will be kept on training and assessment documentation to record trainer/assessor and delegate compliance regarding COVID-19 health checks.
- All instructors/assessors working off site will require that delegates declare themselves clear of COVID-19 symptoms and fit and well to take part.
- For onsite training/assessment Park Hill Training will provide each instructor/assessor with a COVID-19 pack containing hand and spray sanitiser, disposable cloths, surgical gloves and a thermometer.
- For offsite training and assessment Park Hill Training will require that each instructor/assessor ensures that suitable hand and spray sanitiser, disposable cloths and surgical gloves are available.
- Park Hill Training is operating with smaller groups, e.g. Max 6 trainees for classroom based, 3 – 4 trainees for practical courses.
- All classrooms are to have social distancing boundaries marked out on floors to give a visual reference for both instructor/assessor and the delegates.
- Park Hill Training requires that all trainers/assessors and delegates adhere to the government guidelines on social distancing at all times.
- Ventilation should be increased in classrooms wherever possible by opening windows or leaving doors ajar.



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- Trainers and assessors are to ensure that all Site-Specific Risk Assessments contain relevant information regarding COVID-19, with the assessor/instructor signposting to Park Hill Training COVID-19 policy which must be attached to the SSRA.
- Park Hill Training requires that all Awarding Organisation documentation is completed as normal, this includes comments and signatures. Trainers/assessors and delegates are to wear suitable protective gloves when completing paperwork and are not to share pens.
- Park Hill Training requires that trainers/assessors transmit all relevant documentation electronically. Park Hill Training office staff will not handle any hard copies for 72 hours following the course/assessment.
- Instructors/assessors and delegates are not to travel together when journeying to offsite locations unless they are living in the same household.
- Park Hill Training asks delegates to supply their own PPE wherever possible.
- PPE supplied by Park Hill Training will be assigned to individual delegates for the duration of the course/assessment and then washed.
- Where possible Park Hill Training will endeavour to ensure that equipment is used on a ratio of 1:1. If this is not possible then sanitisation of equipment between delegates or the use of disposable surgical gloves will be required.
- Instructors/assessors are to practice and encourage delegates to wash/sanitise their hands throughout the day.
- Park Hill Training asks that candidates to bring their own refreshments and eat separately in order to minimise social interaction.
- Park Hill Training requires that when several groups are present on the main site Instructors/assessors are to liaise in order that break times can be staggered to avoid congestion of toilet facilities etc.
- Instructors/assessors are asked to remind delegates that social distancing must be maintained at all times e.g. during comfort breaks etc.
- If a trainer/assessor or delegate exhibits symptoms relating to COVID-19 during training/assessment they will be asked to leave the site.
- Park Hill Training recognises the importance of social distancing but should an injury occur then the provision of first aid will take priority.
- Park Hill Training will undertake to complete an approved cleaning and disinfectant routine on all rooms at the end of each day.
- Park Hill Training requires any instructor/assessor or delegate contracting COVID-19 following a course/assessment to inform the centre enabling a track and trace to be conducted with others who may have been in contact.
- COVID Policy Version 1.
Date: 10.06.2020