

COVID-19 Working Policy

Clarian Training

FIRST AID | HEALTH & SAFETY

5 STEPS TO A SAFER WORKING ENVIRONMENT

It is our policy when working with others we name above will inform all of our safety policy information and instructions before arrival, and expect that our policy agreement will be adhered to at all times to mitigate from any exposure to any possible ill health or any transmission of any infection within our working environment.

Actions for our businesses based on 5 main steps to make sure all the guides relevant to the workplace are followed.

Each guide has specific actions for our businesses to take based on these five steps as required.

Note: Further guidance will be published as changes occur based on government guidance and guidance from the HSE.

1. Carry out a COVID-19 risk assessment

Before restarting work we will ensure the safety of the workplace by:

- Carrying out a risk assessment in line with the [HSE guidance](#)
- Consulting with any students or others attending training.
- Sharing the results of the risk assessment with our clients and on our website.
- A pre course questionnaire will be completed on arrival along with, on agreement a temperature check. Anyone not compliant with any reasonable requests will not be permitted to attend any courses we run.

2. Develop cleaning, hand washing and hygiene procedures

We will increase the frequency of hand washing and surface cleaning by:

- Encouraging people to follow the [guidance on hand washing and hygiene](#)
- Providing hand sanitizer around the workplace/classroom, in addition to washrooms
- Frequently cleaning and disinfecting objects and surfaces that are touched regularly
- Enhancing cleaning for busy areas
- Setting clear use and cleaning guidance for toilets for students
- Providing hand drying facilities on site – either paper towels or electrical dryers.
- Students to sanitise hands on entering, during and leaving the classroom environment.

3. Can this work be instructed or delivered at home?

We will take all reasonable steps to help people work or be instructed from home if required or requested by:

- Discussing home working/teaching arrangements if possible with students and employers
- Ensuring they have the right equipment, for example remote access to work systems
- Including them in all necessary communications throughout.

Note: Not all courses can be run remotely/virtual.

4. Maintain 2m social distancing, where possible

Where possible, we will maintain 2m between people by:

- Putting up signs to remind workers/employees and visitors of social distancing guidance
- Avoiding sharing workstations, desks, or other training items used.
- Using floor tape or paint to mark areas to help people keep to a 2m distance as required
- Arranging one-way traffic through the workplace if possible, or as required
- Seeing visitors by appointment or virtually where possible, and teach with small numbers only not exceeding eight on any one course when in a class environment.
- Washing and welfare facilities to be used by one person at any one time. Cleaning equipment will be made available for people to clean after use, and all required PPE based on the COVID risk assessment.

5. Where people cannot be 2m apart, manage transmission risk

Where it's not possible for people to be 2m apart, we will do everything practical to manage the transmission risk by:

- Considering whether an activity needs to continue for the business to operate and train
- Keeping the activity time involved as short as possible
- Using screens or barriers to separate people from each other if required
- Using back-to-back or side-to-side working whenever possible
- Staggering arrival and departure times
- Reducing the number of people each person has contact with by using 'fixed teams or partnering'
- Possible use of face masks/gloves, wipes, sprays to limit spread and all required PPE based on the risk assessment.
- Health checks reminders on arrival, and notices
- Pre health checks before arrival of any training
- Suitable gloves and other PPE as required.
- Protective or covered clothing if required
- Individuals to have access to hand sanitises gel and wipes at all times
- Make students responsible for cleanliness of work stations and individually used equipment.

This policy is a basic set of rules that all persons entering any training premises whilst at work or under instruction must follow.

Supervision and training, instruction and information will be given at all times that is required it to be given.

We at Clarian H&S Training will continue to follow HSE and government guidance as it changes, and update any updates on the risk assessments and policy that is required to maintain safety of its delegates.

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Company: Clarian H&S Training

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