



Policy for Controlling Coronavirus In Our Training Environments

HYDRO-X TRAINING

Manor Drive, Outgang
Lane, Dinnington,
Sheffield, South Yorkshire,
S25 3QU

Tel: 01909 666708

training@hydro-x.co.uk
www.hydro-x.co.uk

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Introduction

The purpose of this policy is to provide clear information on the virus COVID-19, processes and procedures for all involved to enable to provide a safe learning environment.

Hydro-X commit to having a robust process in place to ensure as far as reasonably practicable the health, safety and welfare of all staff, delegates and visitors to our training sites.

Information on the Virus

Coronavirus

- Coronaviruses are not uncommon across the globe. COVID-19 is a new strain of the coronavirus and was first identified in November in the Hubei province in China.
- The first UK case was identified in York at the end of January.

Symptoms & Signs of COVID-19

- High temperature – feeling hot to the touch on your chest or back (you do not need to measure your temperature).
- New, continuous cough – coughing a lot more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- Loss or change to your sense of smell or taste – cannot smell or taste anything or it's different to normal

Most people with Coronavirus have at least one of these symptoms

How is COVID-19 Transmitted

From what we know the COVID-19 Virus is transmitted by 2 methods.

- 'A fomite' this is where an object becomes contaminated and then transmits to others. Examples; toys, mobile phones or any inanimate object.
- 'A droplet' this is where respiratory droplets carrying the infection can be transmitted to another person via sneezing, coughing or speaking.

How long can Covid-19 Survive

The length of time the virus can survive depends on many factors.

- What surface it is on
- Whether it is exposed to sunlight
- Cleaning products that have been used
- Temperature and humidity levels

Training Courses at Hydro-X Owned Facilities

Buildings

- Attendees to stand at least 2 metres apart while waiting to enter the building.
- Attendees must have read and accepted the health declaration before the course date.
- Hand washing facilities to be made known to delegates on arrival.
- Hand sanitizer available at points around the building.
- No Attendees to attend any training courses if they are showing symptoms.
- Information poster highlighting the symptoms and the risk of COVID-19 to be received before the course by every attendee.
- More thorough cleaning of all training areas is being carried out.

Course Delivery

- Reduced number on courses to allow for social distancing measures to be effective.
- Room seating is set out to allow for social distancing of approximately 2 metres between delegates
- All delegates to provide their own food provisions to reduce cross contamination.
- Hand sanitizer available in the training rooms.
- Delegates to remain in the designated areas of the training room and use downstairs toilets only.
- Doors & windows to remain open and allow fresh air supply where possible.

Practical Training Areas

- Delegates to remain 2 metres apart where possible in practical areas.
 - If this can't be achieved then other measures are required for e.g. Face masks
- All delegates to provide their own PPE such as gloves, safety footwear, face mask & safety glasses etc.
- Hand sanitizer available in the practical area.
- Delegates to remain in the designated practical areas and use appointed toilets only.
- More thorough cleaning of all training areas is being carried out.
- Doors & windows to remain open and allow fresh air supply where possible.

Training Courses at Other Training Facilities

Buildings

- Attendees to stand at least 2 metres apart while waiting to enter the building.
- Attendees must have read and accepted the health declaration before the course date.
- Hand washing facilities to be made known to delegates on arrival.
- Hand sanitizer available at points around the building.
- No Attendees to attend any training courses if they are showing symptoms.
- Information poster highlighting the symptoms and the risk of COVID-19 to be received before the course by every attendee.
- More thorough cleaning of all training areas is encouraged to be carried out.

Course Delivery

- Reduced number on courses to allow for social distancing measures to be effective.
- Room seating is set out to allow for social distancing of approximately 2 metres between delegates
- All delegates to provide their own food provisions to reduce cross contamination.
- Hand sanitizer available in the training rooms.
- Delegates to remain in the designated areas of the training room and use downstairs toilets only.
- Doors & windows to remain open and allow fresh air supply where possible.

Practical Training Areas

- Delegates to remain 2 metres apart where possible in practical areas.
 - If this can't be achieved then other measures are required for e.g. Face masks
- All delegates to provide their own PPE such as gloves, safety footwear, face mask & safety glasses etc.
- Hand sanitizer available in the practical area.
- Delegates to remain in the designated practical areas and use appointed toilets only.
- More thorough cleaning of all training areas is encouraged to be carried out.
- Doors & windows to remain open and allow fresh air supply where possible.

Training Courses at Customers Own Premises

Buildings

- Attendees to stand at least 2 metres apart while waiting to enter the building.
- Attendees must have read and accepted the health declaration before the course date.
- Hand washing facilities to be made known to delegates on arrival.
- Hand sanitizer available at points around the building.
- No Attendees to attend any training courses if they are showing symptoms.
- Information poster highlighting the symptoms and the risk of COVID-19 to be received before the course by every attendee.
- More thorough cleaning of all training areas is encouraged to be carried out.

Course Delivery

- Reduced number on courses to allow for social distancing measures to be effective.
- Room seating is set out to allow for social distancing of approximately 2 metres between delegates
- All delegates to provide their own food provisions to reduce cross contamination.
- Hand sanitizer available in the training rooms.
- Delegates to remain in the designated areas of the training room and use downstairs toilets only.
- Doors & windows to remain open and allow fresh air supply where possible.

Practical Training Areas

- Delegates to remain 2 metres apart where possible in practical areas.
 - If this can't be achieved then other measures are required for e.g. Face masks
- All delegates to provide their own PPE such as gloves, safety footwear, face mask & safety glasses etc.
- Hand sanitizer available in the practical area.
- Delegates to remain in the designated practical areas and use appointed toilets only.
- More thorough cleaning of all training areas is encouraged to be carried out.
- Doors & windows to remain open and allow fresh air supply where possible

TRAINING ROOM RISK ASSESSMENT

Please Note: All Delegates and Trainers are responsible for the security of their own possessions. Hydro-x will not accept liability for loss or damage.

Ref	Hazard	Potential Consequences	Affected Parties	S ¹	L ¹	Initial Risk (S ¹ xL ¹)	Control Measures	S ²	L ²	Residual Risk* (S ² xL ²)
1	Fire and Emergencies	<ul style="list-style-type: none"> Burns Smoke Inhalation 	<ul style="list-style-type: none"> Delegates Trainers Cleaners 	4	4	16	<ol style="list-style-type: none"> Refer to fire risk assessments / local guidance – all delegates must receive relevant information, advice and guidance at the start of training events detailing local first aid arrangements and emergency procedures. Ensure all delegates are aware of emergency exits and rallying points, the location of fire extinguishers and methods of raising an alarm. Check that fire exits are well signed and free from obstruction – report any defects immediately to the venue manager and pending remedial action consider alternative arrangements. Where no satisfactory egress is available an alternative venue must always be sought. In the event of an emergency ensure all delegates exit the building quickly and calmly and undertake roll call. Course trainer must take course register with them to the rallying point. Ensure class size or room layout does not impede exit in the event of an emergency. 	4	1	4
2	Uneven Floors and Trip Hazards	<ul style="list-style-type: none"> Musculoskeletal / soft tissue injury Concussion 	<ul style="list-style-type: none"> Delegates Trainers Cleaners 	3	3	9	<ol style="list-style-type: none"> Report defects or uneven or slippery floors or pathways to venue manager (barrier significant hazards immediately until remedial action can be undertaken, taking care to leave escape routes un-impeded). Ensure that all carpet, mats and other floor coverings are even, flat and are not likely to cause slips and trips. Trail cables away from walkways or cover with a suitable cable mat or similar barrier. Keep floors and walkways clear of potential hazards. Leave rooms tidy, remove all clutter following delivery. 	3	1	3
3	Classroom Furniture	<ul style="list-style-type: none"> Musculoskeletal / soft tissue injury 	<ul style="list-style-type: none"> Delegates Trainers Cleaners 	3	3	9	<ol style="list-style-type: none"> Ensure that all tables and chairs in classrooms are in good condition. Report any defects to the venue manager. Make good, remove or appropriately barrier/sign defective furniture to avoid use by others. 	3	1	3
4	Electrical Equipment	<ul style="list-style-type: none"> Electric shock Burns 	<ul style="list-style-type: none"> Delegates Trainers Cleaners 	3	3	9	<ol style="list-style-type: none"> Check that electrical equipment is in good condition before use. Ensure electrical equipment is PAT tested where appropriate. Trail cables away from walkways or cover with a suitable cable mat or similar barrier Report defective electrical equipment to the venue manager. Clearly mark the equipment and/or barrier it appropriately so as to avoid further use until disposal or repair. 	3	1	3

Ref	Hazard	Potential Consequences	Affected Parties	S ¹	L ¹	Initial Risk (S ¹ xL ¹)	Control Measures	S ²	L ²	Residual Risk* (S ² xL ²)
5	Substances hazardous to health	<ul style="list-style-type: none"> Dependent upon the substance 	<ul style="list-style-type: none"> Delegates Trainers Cleaners 	2	2	4	<ol style="list-style-type: none"> COSHH related substances should be kept to a minimum within the classroom (specimens of chemicals used in training must be small amounts, diluted, or simulated and COSHH assessments should be available for any substances used in this way). Minimal amounts of board cleaner etc should be kept in the classroom. Activities likely to cause fumes (e.g. soldering) should not be undertaken in the classroom. 	2	1	2
6	Waste / Cleanliness	<ul style="list-style-type: none"> Poor hygiene 	<ul style="list-style-type: none"> Delegates Trainers Cleaners 	1	2	2	<ol style="list-style-type: none"> Ensure that all waste bins are emptied daily and that in general the classroom appears clean and tidy. Reports problems to the venue manager. Excess training materials must be removed and disposed of responsibly by the trainer prior to departure. Separate waste in the classroom by using appropriate recycling facilities. Dispose of waste responsibly. 	1	1	1
7	Classroom Size /surroundings	<ul style="list-style-type: none"> Discomfort Surroundings not conducive to learning 	<ul style="list-style-type: none"> Delegates Trainers Cleaners 			N/a	<ol style="list-style-type: none"> Rooms must accommodate the number of attendees comfortably. There should be adequate heating, lighting and ventilation for the classroom to remain comfortable. Flickering lights or other significant defects should be reported immediately to the venue manager. Classrooms should be conducive to good learning, trainers should challenge unwanted noise or behaviour. There should be adequate access to refreshments and toilet facilities Leave all classrooms clean and tidy after use. 			N/a
8	COVID-19 Arrangements	<ul style="list-style-type: none"> Infection of other staff 	<ul style="list-style-type: none"> Delegates Trainers Cleaners Other HX Staff 	5	3	15	<ol style="list-style-type: none"> Room seating set out to allow social distancing of 2 metres between delegates. Health questionnaire to be completed on arrival. Hand washing facilities made known to delegates on arrival. Hand sanitizer available in training room. All delegates to provide own food provisions to reduce cross contamination. No delegates to attend training course if showing symptoms, such as high temperature, dry cough etc. Delegates instructed to remain in designated areas of training room and warehouse training area only. Use of downstairs toilets only. Doors & windows to remain open to reduce touchpoints and allow fresh air supply. Delegates to provide own PPE such as gloves, safety footwear & safety glasses. An information poster highlighting the symptoms and the risk of COVID-19 is placed on entry/sign in point and throughout the building. More thorough cleaning of touch points has been requested to the cleaning contractor. 	5	1	5