



## Training for Employment Limited COVID-19 METHOD STATEMENT

---

Training for Employment Limited are committed to achieving excellence in all health and safety issues. As part of this commitment Training for Employment Limited will endeavor to produce accurate health and safety information to our training clients. We recognize that this is particularly important during the current COVID-19 pandemic.

---

PROPOSED WORKS: *Training delivery at client's premises during COVID-19.*

ORDER NO: *Your Ref*

LOCATION: *Site Address*

DURATION: *Job Length*

DATE OF TRAINING: *To be completed*

---

### BRIEF DESCRIPTION OF THE WORKS

To carrying out First Aid, Health & Safety & Conflict Management training as required by the clients at their premises.

---

### SEQUENCE OF OPERATIONS

Generic (at all times steps):

- Pre-training information exchanged between client and Training for Employment Limited
- Park and unload equipment and training material
- Sign in and adhere to security and signing in procedures
- Arrive at training room. View/change set up and complete a check that all equipment is working
- Ask candidate to sign the attendance sheet and ask for any special requirements
- Deliver training
- Complete training
- Pack equipment away
- Sign out

COVID-19 specific (to be adhered to in addition to the above throughout the period of COVID-19 pandemic, until Training for Employment Limited announce otherwise):

- On arrival, question all Learners and exclude those with known COVID-19 symptoms (new continuous cough and/or a temperature and/or a loss of taste/smell).
- Check that no Learner is in a situation where they should be self-isolating (e.g. a family member has had symptoms or the Learner should be shielding as they are in an at risk group). Exclude from the course as necessary.
- On arrival, give each Learner a Clinell wipe and ask them to thoroughly sanitise hands. Instruct them that if they need to cough/sneeze this should be done into a tissue that is disposed of immediately. Failing that they should cough into a bent elbow (better than a bare hand) and NEVER cough/ sneeze without covering their mouth/nose. If someone coughs on



their hand or uses a tissue they should use Sanitizer immediately. Instructor to supervise learners throughout to ensure compliance.

- Set out the room such that learners maintain 2m physical distance between each other, and you as the Instructor throughout. If the room is not of a sufficient size to allow this, call Training for Employment Limited Head Office on 0121-771-0655 immediately, and **do not** commence training.
  - All practical activities should be completed in accordance to government guideline of 2m physical distancing. If this is not possible then PPE needs to worn.
  - All equipment to be used by learners should be thoroughly cleaned by instructor prior to the course, and afterwards using Clinell hand/surface wipes
  - All Learners to also clean any Training for Employment Limited equipment they have touched thoroughly using Clinell wipes, before and after use.
  - All parties must wear face masks, goggles and protective gloves during any Physical Intervention training and training restricted to site specific needs.
- 

#### **WELFARE ARRANGEMENTS**

Welfare arrangements are provided on site by client.

---

#### **IMPLICATIONS TO THIRD PARTIES / GENERAL PUBLIC**

There are no implications to the public.

---