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## Trainer COVID-19 Standardisation Procedure Document

### What we are doing to protect our clients

- We have now a very large well-ventilated training room.
- Chairs are placed 2m apart if you are training at a venue that is not set up. Please alert the course organiser.
- You will find hand sanitizer in the main entrance, and hand washing facilities available.
- Delegates should be encouraged to wash their hands frequently. You may need to allow extra time for this.
- We ask the delegates to eat lunch and refreshments away from the training room.
- Our training room is fully cleaned after use.
- You can use the outdoor facilities as and when you want to on your course with us.
- Delegates are encouraged to bring their own face mask and use it as they feel appropriate.
- Delegates are briefed prior to the course that training will be a little bit different to courses they have attended in the past and other training methods, such as scenarios, video demonstration and self-practice will be used.
- Inform the delegates you will be taking more breaks to allow for cleaning, and some exercises will take longer. These delays are unavoidable and important to maintain the hygiene of the equipment we use.
- On all courses over 12 hours (face to face) we ask you to include the module on Administering First Aid in covid-19 pandemic at the beginning of your course.
- Please only use essential equipment to minimise the contract areas.

### What can you do to protect yourself?

We know times are frightening and looking after yourself in the training room must be our main priority. When we send you to our clients, we have asked them to brief you on arrival of their Covid-19 policies and procedures. All our clients should have completed a risk assessment to ensure it is safe to deliver the training on their site. We have added a check list for you to use on every course to ensure everyone's safety and to make everyone feel comfortable.

- Procedures will vary from place to place and may include having your temperature checked. You may be asked to train outdoors so please take suitable outdoor clothing.
- Our uniform is black or navy trousers and a white top.
- Some of the delegates will have masks and we advise that wearing these be encouraged.
- Everyone should be maintaining 2 meters social distancing.

**Surrey First Aid Training Ltd**  
Parellel House, 32 London Road  
Guildford, Surrey, GU1 2AB  
01483 238268  
[www.surreyfirstaid.com](http://www.surreyfirstaid.com)



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- Our clients will provide hand gel and hand washing facilities however we strongly encourage you to keep your own personal supply for yourself.
- When you arrive on scene, we encourage you to complete a dynamic risk assessment, and if you encounter any problems phone us straight away to report the problem on 01483 238 268.
- We also strongly encourage our trainers to wear clear visors to deliver training and arrive in facemasks until you are set up. We do not expect you to wear face masks whilst training as this may make it difficult to communicate with the delegates.

If you encounter any problems when you get there, please immediately call us.

Your information on the feedback form at the end of the course provided through your trainer portal will help us to continually review our guidance.

### **Our tips for delivering Covid adapted training**

As experienced self-employed trainers you will know how to adapt your training to suit the delegates and keep everyone safe, but in case you need a few tips on how to adapt here is our guide.

Use our PowerPoint on Covid-19 at the beginning of the session. Talk about the adaptations made to how first aiders respond to emergencies and use the opportunity to explain some of the adaptations to the course they will see as the day continues. You could show the Resuscitation Council UK videos or embed them into your powerpoint.

### **Recovery Position**

Before Covid-19 it was a common training method to pair people up. This could still be done with the delegates approval and PPE, or alternatively we recommended watching a video to demonstrate this. Delegates could place themselves in the recovery position or talk the trainer through doing it.

If you are teaching on a 16-hour Remote Outdoor course, please speak to Jane regarding the practical content.

### **Choking**

Before the manufacture of the choking vest trainers would demonstrate choking using Annie. Delegates could still do this, Annies could be wiped down with medically graded wipes before and after each use. Trainer can observe from 2m distance. Please avoid using the choking vest as it is extremely difficult to clean effectively.

### **Bandaging and Bleeding**

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Everyone always enjoys the bandaging workshop! If you don't do it already, you may want to have individual dressing plastic bags ready on the delegates chair above arrival. I use a freezer bag on my courses. Have a few different sized dressings inside. You may also want to put in a pair of disposable gloves. All bandages can go in a bag for immediate disposal. Handle the plastic bags with care.

Once demonstrated the delegates can practice dressing on the chair or their own leg. A popular method trainer are using, is to buy a swimming noodle and cut it to make the wound. They can be purchased here for less than £2.00.

### **Auto Injector Training**

We have a specific PowerPoint that can be shown for this training, using training videos from the Anaphylaxis Campaign to demonstrate the use of the auto injectors. Show the delegates the different types of pens and have a discussion. If you want to get the delegates to practice with the auto injector you can get them to practice on their own thighs.

If passing the auto-injector around delegates must be provided with gloves (disposable garage style ones are fine), wipe down the auto injector with a disinfectant wipe and wash hands before and after use.

### **Other Practical**

#### **CPR**

Please use medically graded Annie wipes. Guidelines can be found on the UK Resuscitation Guidelines for adapting CPR. Manikin face shields should also be handed out.

### **Course Finishing Times**

All course start and finish times are agreed with the clients and stated on GoAssign. There should be no reason for courses to finish too early and any changes to this should be discussed beforehand by calling us on **01483 238268**.

There is always the option of discussing workplace scenarios with the learners or using short Q&A quizzes to test knowledge. Another useful tool could be to use the interactive training website from Resuscitation Council UK <https://life-saver.org.uk/> which can give fun and interactive training.

### **Course Feedback**

At Surrey First Aid Training we take the quality our courses very seriously.

We use CourseCheck to collect feedback from your course, and it forms an important part of the Contract you have with us.

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On your GoAssign you will now see a CourseCheck code from the (7th September) which has been assigned to your course with your details. You need to give this code to your students.

At the end of the course all learners should go to the CourseCheck website, (link below) and input the code, it will then allow them to rate your course.

<https://www.coursecheck.com/review/Create>

There is now a question which allows students to rate how safe they felt on the course.

We are continually reviewing and up-dating our Covid-19 procedures.

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