

# Control Risks Training and Development Solutions

COVID Secure planning

**Control Risks recognises and takes seriously the responsibilities placed upon it to provide a safe and healthy working environment for our clients, staff and other people who may be directly affected by our activities. We are committed to identifying all hazards related to COVID-19 and evaluating the risks arising from those hazards to reduce them to the lowest possible level.**

A specific COVID-19 risk assessment relating to the delivery of training has been carried out in consultation with our HSE Committee. The COVID-19 risk assessment and associated training delivery guidelines will be reviewed and updated regularly to ensure that the risks to all clients and staff are minimised and if necessary, measures revised in the light of legislative or governmental guidance.

All our measures are based on good hygiene practices and ensuring social distancing is always maintained. This is promoted with signs and posters, displayed throughout all our training venues and facilities.

Equally, all clients and staff are required to take reasonable care of their own health and safety and other people who may be affected by their acts or omissions and to co-operate fully

with the Control Risks COVID-19 guidelines. We ask that any clients who may be displaying any of the recognised symptoms in the days prior to undertaking a course with us **do not attend.**

Prior to attending a course all attendees will be required to sign a declaration form confirming they are not suffering from any symptoms associated with COVID-19 and have complied with any government mandated quarantine or isolation requirements. If an attendee becomes ill during the course or afterwards, please notify us immediately to enable implementation of our track and trace measures in a timely manner.



## Transport:

Where possible clients will be transported using our own vehicles which will be cleaned daily and between use. Masks will always be required within vehicles, and gloves and hand gels will be available on request. Where 3rd party transport providers are used, we will ensure that the same stringent measures we apply and require are adhered to..



## Catering:

Our catering providers are required to comply with the highest standards of health, hygiene, and food handling. Dining and refreshment areas will be cleaned thoroughly before and after use. Hygiene points will be set up next to these areas and single use recyclable utensils, plate and cups will be available. Recycling points are available for any items once discarded.



## Training and Development Solutions

### Accommodation:

We are reliant on hotels at several of our training locations and facilities. As such we have made sure that the measures we take as a company, in adherence with government guidelines are implemented at the hotels and venues we use, ensuring the safety and wellbeing of our all our clients and staff during their stay.

These include:

- ▶ Implementing new stringent cleaning standards including enhanced in-room cleaning and the

frequent disinfection of high-touch areas in hotel public areas including lifts and public rest rooms.

- ▶ All restaurant, bars and seating areas will comply with government specified social distancing measures.
- ▶ Other measures will include guest temperature measurement practices, partitions at front desks, desk-free check-in where possible and contactless payment solutions.

### Training:

We want to provide a safe and comfortable learning environment ensuring that the focus remains the delivery of best in class realistic and immersive training for our clients. We have made changes to the way we deliver both the classroom and practical scenario-based training to ensure that we are able to maintain the required level of social distancing with minimal impact to the training delivery.

Our measures include:

- ▶ Training for all instructors, staff, and role players on the COVID-19 secure planning and associated health and hygiene measures.
- ▶ Enhanced cleaning of our training facilities before, during and after training each day. This includes the cleaning of all vehicle interiors and exteriors, the washing of any garments used or worn, and complete sanitation of all handheld equipment using wipes, gels and sprays.
- ▶ On-floor markings and signage have been installed to indicate one-way flow at entry and exit points, and classrooms will be laid out to maintain the recommended 2-metre social distance. In addition all course attendees will be designated their own work study area for the duration of the course.

- ▶ We have reduced the number of courses we run at any one time, and where we have multiple courses running the groups will always remain separated. This will include instructors, role players and the equipment used to support the training delivery.
- ▶ During some practical exercises where the proximity of attendees and role players is likely to be 1-metre, Personal Protective Equipment (PPE) will be provided including facial masks, gloves and sanitizing hand gels and wipes. Recycling points and discarded PPE collection points will be readily available.
- ▶ All course attendees will be required to sign a register of attendance upon arrival with onward contact details including contact phone number and address. Should a member of the training team or other course attendee become unwell and test positive for COVID-19, this will be used to track and trace those who may also have been exposed.

Our aim is always to deliver realistic and immersive training but in these challenging times we must ensure this is achieved in a safe, healthy, and secure learning environment for all.

Register [here](#) ▶

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