

# MGM Training

## Infection Prevention & Control Procedures for Classroom Based Courses During COVID-19 Pandemic

### 1. The Classroom

- 1.1 Classrooms will be laid out so that delegates sit at least two metres away from each other.
- 1.2 Trainer must be able to keep 2 metres away from delegates.
- 1.3 2 metre distancing will govern the number of delegates that can participate.
- 1.4 At Crouch End Training Venue - thorough cleaning and disinfection by venue owner before and after the course. Door and other touch points to be sanitised by Trainer or venue operator at regular intervals throughout the course.
- 1.5 At Langley Training Venue - thorough cleaning and disinfection by venue owner before and after the course. Door and other touch points to be sanitised by Trainer or venue operator at regular intervals throughout the course.
- 1.6 At Luton Training Venue – thorough cleaning and disinfection by Trainer before and after the course, using approved cleaning methodology and products. Door and other touch points to be sanitised by Trainer or venue operator at regular intervals throughout the course.
- 1.7 At Uxbridge Training Venue – thorough cleaning and disinfection by site facilities staff before and after the course, using approved cleaning methodology and products. Door and other touch points to be sanitised by Trainer or venue operator at regular intervals throughout the course.
- 1.8 At Client Sites – thorough cleaning and disinfection by client before and after the course, using approved cleaning methodology and products to COVID safe levels. Door and other touch points to be sanitised by Client or venue operator at regular intervals throughout the course.
- 1.9 Windows opened before course and to remain open throughout the course to allow maximum natural ventilation
- 1.10 Where fire regulations permit, doors to be wedged open so contact points do not need to be touched

**Mailing Address**

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## 2. Entry to the classroom

- 2.1 Delegates to be asked to wash hands for at least 20 seconds or to use the venue provided sanitiser to thoroughly sanitise hands.
- 2.2 Delegate to complete COVID-19 declaration, with any YES answers being investigated and a decision on entry to the course being risk assessed.
- 2.3 Delegates to be instructed in IPC:
  - that sneezing and coughing should follow the “catch it, bin it and kill it” procedure and then hand washing. Failing that, to use elbow/shoulder technique
  - not to touch face, hair, nose, eyes, mouth etc. and to immediately wash hands/sanitise if they forget
  - those who smoke are reminded to wash hands/sanitise after re-entering building.
  - where hand washing facilities are located
  - 2 metre distancing must be maintained throughout the premises and that non-compliance will result in removal from the premises.
  - if they are having to queue for welfare facilities (toilets, etc), they must ensure they queue at 2 metre intervals to ensure correct social distancing
- 2.4 Trainer to ensure each delegate has understanding of control measures
- 2.5 Trainer to monitor delegates for obvious signs and symptoms of COVID-19 and immediately stop teaching if these are noticed, and call a company director for advice<sup>3</sup>.

## Course Equipment

- 3.1 Minimal sharing of course resources, such as delegate manuals, CPR manikins, etc. and thorough disinfecting between delegates with a sanitiser of 70%+ alcohol or equivalent
- 3.2 Presentation equipment remote controls to be wiped down before each session and at end of course
- 3.3 Loan pens, pencils, erasers and sharpeners to be sanitised just before lending out and upon return
- 3.4 CPR manikins to be bleached, dish-washed and lungs changed before every course. Each delegate to have their own CPR manikin throughout first aid courses
- 3.5 AED Trainers to be cleaned with a sanitiser of 70%+ alcohol or equivalent before each first aid class
- 3.5 Unopened sterile dressings to be issued to each first aid course delegate and no sharing
- 3.6 Each first aid delegate to be issued acrylic, nitrile or vinyl gloves

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## 4. Practical & Groupwork Sessions

- 4.1 Delegates to remain 2 metres apart during practical sessions
- 4.2 Groupwork sessions to be reduced to individual work where possible
- 4.3 Practical sessions to only happen if 2m distancing can be maintained. In the case of courses where working in pairs is essential and unavoidable, e.g. first aid, time spent working must be kept to absolute minimum and delegates to wash/sanitise before donning gloves and face-coverings, and after removing PPE. Time spent working in pairs must be kept to an absolute minimum and the same delegates to work together throughout the course (preferable delegates in the same bubble or who come from the same employer, work together).

## 5. Refreshments

- 5.1 Our Crouch End, Langley, Luton and Uxbridge Training Centre kitchens are shut to all delegates, therefore all delegates attending one of our sites must bring with them all food and hydration they require for the course. Crouch End and Luton are within easy walking distance of shops to purchase refreshments (delegates should familiarise themselves with opening times of these shops if they are to rely on them), but Langley and Uxbridge are a five to ten-minute walk to the nearest corner shop.
- 5.2 MGM Training staff attending customer sites will attend with all refreshments they require for the duration of the course. This includes hydration and food.
- 5.3 Delegates attending our Training Centres might, where possible, find it best to take meal breaks off-site.

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## 6. Travel

- 6.1 Where possible, delegates should travel to courses using their own motor vehicles, bicycles or walk. Government advice is to only use public transport as a last resort.
- 6.2 Vehicle parking arrangements for Crouch End, Langley, Luton and Uxbridge Training Centres are advertised on our website and emailed when booking course places.
- 6.3 MGM Training staff will travel to customer sites in their motor vehicle, and part of the terms & conditions of sale is that customers are to provide free-of-charge parking close to the premises because of the amount of equipment to be transferred.
- 6.4 Use of face coverings while travelling is to be encouraged

## 7. Need

- 7.1 Tutor-led, classroom courses will only be offered to clients where there is an essential need and distance learning cannot be offered, or the delegate is unable to sit distance learning

## 8. Validity

- 8.1 These procedures were introduced on 13 May 2020.
- 8.2 These procedures will be reviewed monthly on the first day of the month.
- 8.3 These procedures have been created with advice from [www.gov.uk](http://www.gov.uk), [www.hse.gov.uk](http://www.hse.gov.uk), [www.nhs.net](http://www.nhs.net) and with guidance from our building owners/landlords.
- 8.4 Latest review 23 December 2020.

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