

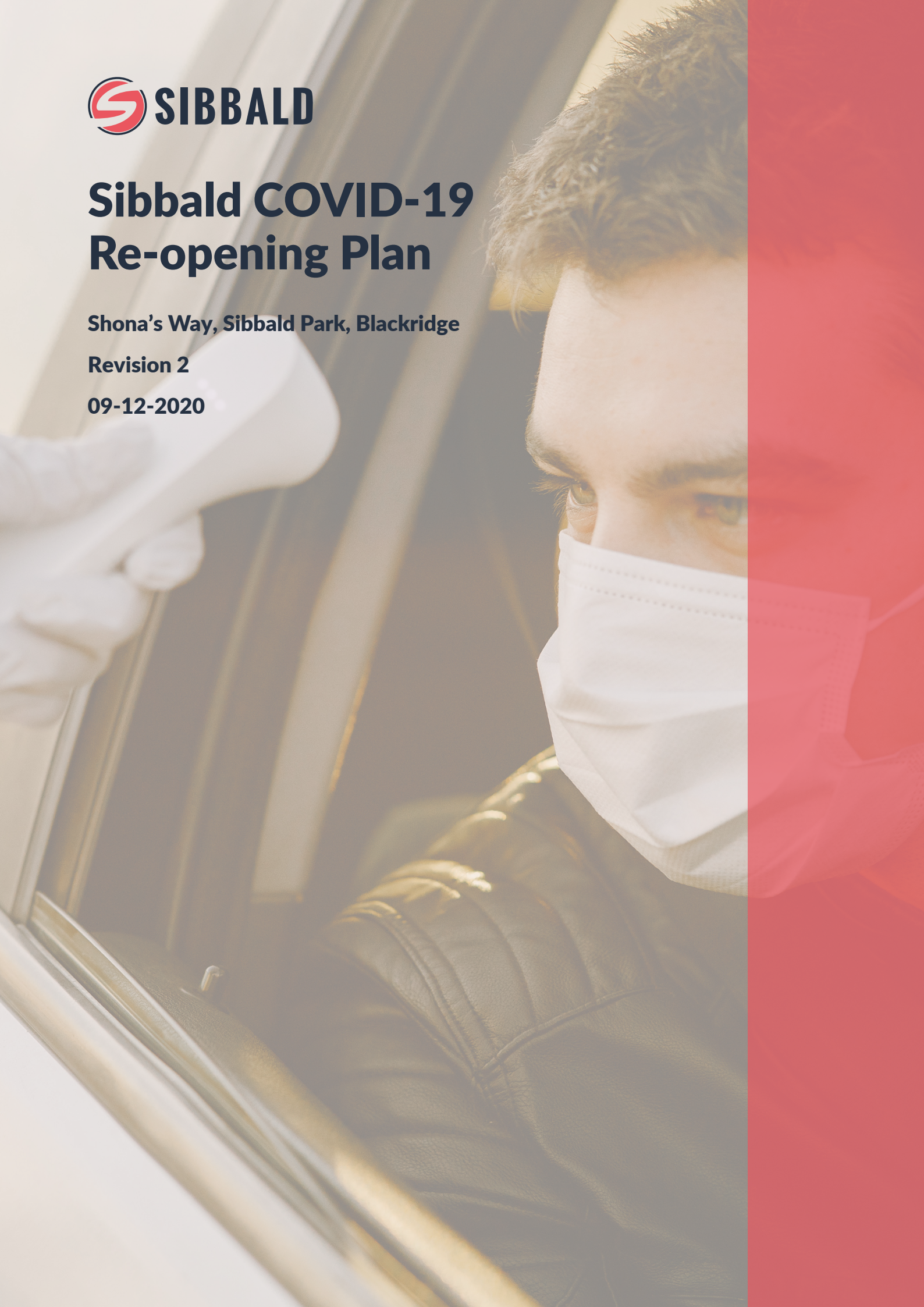


# Sibbald COVID-19 Re-opening Plan

Shona's Way, Sibbald Park, Blackridge

Revision 2

09-12-2020





# In and Around Our Training Centre

**Our employees and trainees' health, safety and well-being is always our key focus here at Sibbald Training. With the current COVID-19 circumstances we have reassessed all areas of training delivery and our training centre. With immediate effect we have implemented the following:**

- Social distancing - new signage and floor stickers have been installed throughout all training areas reminding candidates of their social distancing obligations.
- Walkway control - the introduction of a one way system throughout all buildings and classrooms with clearly marked signage.
- Sanitiser - there is hand sanitiser situated all around the training centre as well as hand soap, replenished regularly in all toilets.
- Refreshments - the canteen is currently open, a lunch of hot soup and a roll or baguette will be delivered to classrooms. Candidates are requested to eat at their single desks, in their own vehicles or at our outside picnic benches. Tea urns are set up in each classroom with disposable spoons, paper cups and single sachets for sugar, milk etc.
- On arrival to the centre all candidates will have their temperature taken at sign in and will not be permitted to attend training if registering a temperature of 37.5 or over.
- All classrooms have been re-planned in line with risk assessments. All classrooms are now single desk policy and restricted to numbers that ensure 2 metres social distancing can be achieved.
- All corridor doors have been wedged open to allow safe passage with minimal contact on push plates and handles. A new locking up procedure has been introduced to make sure all fire doors are closed at night.
- All classrooms will be accessed by external doors, where possible. Candidates must wear a face covering when moving around in the class, and entering or exiting the classroom.
- Instructors will present in a designated area at the front of the classroom and will not wander around their classrooms.



# Training Centre Cleaning Programme

- All areas of the training centre will go through a deep clean each evening.
- All surfaces will be wiped down including desks and door handles.
- Every morning on re opening, all desks and contact areas will go through a second sanitise with alcohol free Zapptizer mist [www.zappshelter.com/zapptizer/](http://www.zappshelter.com/zapptizer/).
- All plant, tools and machinery that are used will be cleaned between use and also sanitised with Zapptizer mist.



## Extra Centre Precautions

**The following additional precautions have also been introduced to support our safe working programme:**

- PVC screens have been installed at reception to screen reception staff and arriving candidates.
- There are face masks available to any candidates who request them.
- Designated smoking areas are clearly marked out with maximum numbers.
- Toilet facilities have restricted maximum numbers and clearly signage in place.
- Site induction at the start of any training course includes our COVID-19 rules.
- Candidates are given a hand out on arrival with key bullet points on their obligations when in the centre.
- All paperwork and learning materials will be on desks prior to candidates arrival (with the exception of test papers where applicable)
- A designated COVID-19 person will be on centre during opening times as a point of contact for advice from delegates or staff and to monitor all on going activities.

