



Coronavirus Protection Policy & Procedure

It is the policy of Illumin8 Training Ltd to support the UK Government aims of containment, delay and prevention of spread of Covid-19.

We entirely support the objective of saving lives and preventing the NHS from become overwhelmed.

Our overall aim is to deliver training in as safe a manner as possible and to reduce the risk to our staff, clients and learners as much as is reasonably practicable. We will adopt a number of control measures to mitigate the risk, before, during & after training delivery at our own venues and at client premises.

We will review and adapt to changes in UK Government guidance in respect to mitigating the spread of Coronavirus and update our practices accordingly. Illumin8 training will also respect and adhere to client requirements where they do not conflict with official advice.

Illumin8 Training Ltd. have introduced a number of procedures to be followed when delivering training to protect both trainers and learners.

Procedures

- All training courses will be conducted under the current government guidance. This includes all interactions on a training session, i.e. training, assessment and during breaks.
- Illumin8 Training Trainers will brief Learners on current guidance at the commencement of every course. We will include client specific requirements.
- Where a client's venue is used for training the room must have adequate ventilation or air conditioning. Hire venues must also have adequate ventilation.
- Clients will be required to confirm their candidates are aware of their responsibilities with respect to Covid.
- Illumin8 Training Ltd. will ensure Hand Sanitiser and decontamination wipes are available on all training sessions.
- Illumin8 Training Ltd. staff will wear a face covering where required.
- Where possible, the learner/client equipment will be used (if suitable) e.g. Electrical test equipment. However, when using shared equipment learners will be requested to use hand sanitiser before & after use.



- Learners will be required to use their own PPE during practical assessment/exercises this will include gloves suitable for the course.
- Trainers will refrain from attending a course if they test positive for Covid-19 in the 10-day period before a training day.
- Trainers will undergo testing for Coronavirus if they are suffering from any indicative symptoms. Clients will be informed of positive test results received in the two-week period after training delivery.
- Trainers will inform clients should they develop symptoms indicative of Covid-19 in the 10 days following training delivery.
- Trainers will provide their own refreshments/nourishment and use their own vessels/cutlery/dishware whilst training.
- Illumin8 Training Ltd. will require learners to furnish a contact number in case a trainer comes down with covid in the 10 day period following a course.
- Learners who test positive in the 10 days following a course will be requested to inform illumin8 training.
- A learner may be asked to leave (after warning) a course should they fail to maintain Covid-19 discipline. The trainer is the final arbiter regarding all aspects of learner discipline.
- Illumin8 Training Ltd. will adopt any other reasonable measures to mitigate the spread of Coronavirus suggested by official governmental bodies or as required by client policy.
- A copy of this document to be provided to clients upon request.