

# IPS COVID MEASURES Training Guide



INVESTORS  
IN PEOPLE

Gold



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# INTRODUCTION

**IPS has made plans to be “COVID-SECURE,” the new term to make sure workplaces are compliant with Social Distance guidelines.**

We have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures to make sure everyone’s health and safety is protected when visiting one of our training centres. When you arrive at one of our IPS training centres, you will find a government certificate in the reception area that confirms we have complied with guidance on managing the risk of COVID-19.

There are five steps completed for safer working together:

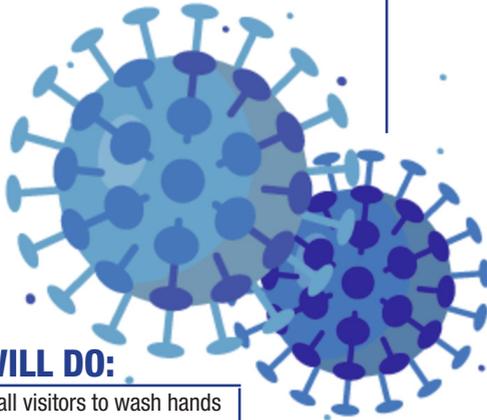
- We have carried out a COVID-19 risk assessment and shared the results with the people who work here
- We have cleaning, handwashing and hygiene product procedures in line with government guidance
- We have taken all reasonable steps to help people work from home
- We have taken all reasonable steps to maintain a safe distance in the workplace
- Ask visitors to do a Lateral Flow Test (LFT) prior to visiting one of our training centres

This booklet will take you through the processes we have put in place and the measures we ask staff and learners to adhere to when visiting and working within one of our IPS training centres.

Thank you.

# MANAGING RISK AT IPS

**IF YOU HAVE COVID-19 SYMPTOMS, STAY AT HOME AND ISOLATE YOURSELF FROM OTHERS. TO PROTECT OTHERS, DO NOT LEAVE YOUR HOME.**



## WHAT WE WILL DO:

We will be asking all visitors to wash hands thoroughly before coming to our Training Centres and we will be providing hand sa nitiser on the premises to help reduce spread. All staff and learners will need to wear face coverings when moving around inside our centres and we also have infrared self-check temperature sensors around the building for everyone to use on arrival. We will also ask all visitors and staff to do a Lateral Flow Test before attending one of our centres.



## SYMPTOMS:

### HIGH TEMPERATURE

This means you feel hot to touch on your chest or back (you do not need to measure your temperature).



### NEW, CONTINUOUS COUGH

This means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).



### LOSS OF SMELL & TASTE

This means you've noticed you cannot smell or taste anything, or it's different.



## WHAT YOU SHOULD DO:

To protect others, stay at home.

Use the 111 online coronavirus service to find out what to do.

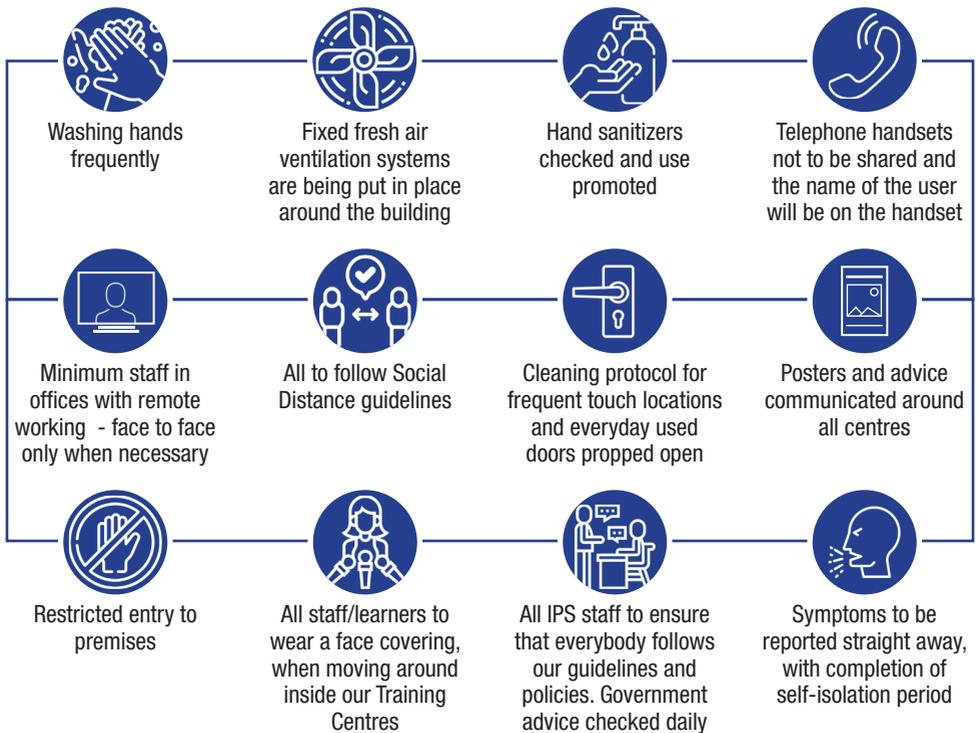
For the current government guidelines on what to do if you suspect you have or you test positive for COVID-19, click [here](#).

If you start to get symptoms while at IPS, tell a member of staff and go home to complete a self-isolation period.

# STOP

**OBJECTIVE: TO REDUCE RISK TO THE LOWEST REASONABLY PRACTICABLE LEVEL BY TAKING PREVENTATIVE MEASURES, IN ORDER OF PRIORITY.**

We have been managing the risk at IPS, creating pandemic risk assessments and abiding by government guidance with the following items in place:



# ADDITIONAL MEASURES

## WHEN ENTERING AN IPS TRAINING CENTRE

We have a standard procedure in place for any staff, learners and visitors entering an IPS training centre. We ask them to take a Lateral Flow Test prior to entering the building and if it's positive, to remain at home until it is safe to return to work. Face coverings are to be worn on entry to the building. Everyone should also check their temperature on arrival using the infra-red thermometer at reception, as well as using the hand sanitiser provided. In line with government guidelines, many members of staff are working from home and therefore numbers within the training centre are reduced. There are also opportunities for remote-learning.



## CLEANING/HYGIENE



There are multiple hand sanitiser stations around our IPS training centres as well as in the restrooms, reception area, IPS workshop, offices and classrooms. Sanitisers are also at the photocopiers where there are touchscreens and in the coffee room for use when touching the coffee machine. The workshop itself will have multiple hand sanitiser stations with signage promoting regular use and to build awareness of proper washing techniques. Frequently used doors will be propped open to allow no-touch access.

IPS staff/Apprentices will not be sharing items such as pens, computer mice or keyboards. Refreshment cups are to be washed before use. Telephone handsets are not to be shared and the name of the user will be on the handset. There will be antibacterial spray in classrooms and offices to wipe down desks and whole building ventilation.

## VENTILATION

Since the COVID-19 pandemic, we have installed a fixed ventilation system which operates in every training room. This is now a permanent fixture at IPS and provides adequate ventilation.

## TESTING AND VACCINATIONS

We ask all IPS Staff and Learners to take twice-weekly Lateral Flow Tests (LFT) and if they are positive, to remain at home and follow the NHS guidance until it is safe to return to work. We also ask any visitor's attending site to also do a LFT prior to visiting one of our training centres. We have free test kits available for IPS Staff and Learners.

We also encourage anyone eligible to receive their Coronavirus vaccinations and boosters. Anyone aged 12-years and over are invited to receive their vaccinations. For more information, please visit the NHS website [here](#).





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