



Returning to Face to Face Delivery Safely

September 2020

Contents

Introduction	3
Key Principles	4
Framework for Safe Training Delivery	5
Our Checklist for Venues	12



Introduction

Returning to Face to Face Delivery Safely outlines how Community Justice Scotland's Learning, Development and Innovation Team will approach the safe restart of face to face training.

It aims to:

- set out clear expectations and practical approaches to safe training for all
- communicate our commitments to training delegates and their responsibilities to us and each other
- provide reassurance and evidence that we are taking a risk-based approach
- demonstrate how we are complying with legal duties set out in the Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 and the Health and Safety at Work etc. Act 1974
- outline how we are helping to helping to minimise the risk of transmission of COVID-19 by basing our approaches and decisions on Scottish Government advice and guidance
- describe in detail the precautions we are taking in line with public health measures and the adaptations we will make to our practice

Key Principles

We will work together with our partners to ensure that our learning and development activities can be delivered safely. To enable us to work in the safest way possible and support our justice sector partners by providing quality professional development opportunities, we are committed to a number of key principles:



Key Principles

We will prioritise the health, safety and wellbeing of our staff, training delegates and the wider community.

Development of our digital learning platform will continue to enable greater flexibility and accessibility.

We will prioritise the delivery of essential courses that will help the justice system recover, consulting with the sector to develop opportunities which best meet demand.

A blended learning model for our training will continue to be developed to enhance the effectiveness and efficiency of our training.

We will review our practice to ensure that there is flexibility to deliver high quality training which allows learning activities to take place safely.

We will ensure that the venues we use have made appropriate changes to their layout in accordance with public health advice, including guidance on physical distancing.

Our trauma informed approach will recognise that staff and training delegates may have been affected by the pandemic and appropriate support will be put in place.

We will review this document and our approaches in line with changing guidance and feedback.

A COVID-19 risk assessment that considers the individual needs of staff and training delegates will be undertaken for every training activity.

Our trainers will dynamically assess training activities and make changes to planned arrangements if necessary.

We will share relevant and timely information with training delegates and stakeholders with their consent.

Engagement, collaboration and communication with staff and external stakeholders will underpin this document and continue when delivery has restarted.

Framework for Safe Training Delivery

Our Framework for Safe Training Delivery shows how we have considered a range of measures to ensure a safe and supportive training environment for all. We will continue to review, modify and adapt the framework by drawing on emerging advice and expertise. We will also listen carefully and respond to feedback from our stakeholders and training delegates.

Before Training	
The Venues We Use	
We will	We may
<ul style="list-style-type: none"> • Complete a COVID-19 Risk Assessment for all our courses in collaboration with venues and staff • Conduct site visits to all our venues before using them • Make our risk assessments available to you on request • Only use venues that meet our criteria based on Scottish Government advice on Test and Protect, physical distancing, cleaning, ventilation and hygiene (see Appendix 1) • Set maximum numbers for each course to enable physical distancing • Communicate any changes to you as soon as possible • Establish who the designated first aiders are and how they can be contacted 	<ul style="list-style-type: none"> • Have to change venues at short notice if local lockdowns take place • Have to operate amended working hours in line with venue recommendations • Deliver training events locally where necessary and appropriate
We need you to	
<ul style="list-style-type: none"> • Provide your correct contact and emergency contact details • Provide us with a single point of contact if we are using your venue • Share your risk assessments with us if we are using your venue • Collaborate with our staff in compiling our risk assessments if we are using your venue • Provide us with details of first aiders and how we contact them 	

Our Health, Safety and Wellbeing

We will

- Follow Scottish Government guidelines immediately if we feel unwell, display any symptoms of COVID-19, or have to self-isolate in the lead up to any training course
- Endeavour to ensure that there are backup trainers available for courses to minimise the risk of cancellation in the event that our trainers become ill
- Provide you with our training materials in advance, where appropriate, so you can choose to print out or store to your own devices
- Store our training materials securely for 72 hours prior to the start of courses and make these available on the day
- Be available to confidentially discuss any concerns you have about attending training
- Include reminders of public health advice with the pre-course information we send
- Communicate any changes to you as soon as possible
- Explain if our trainers will be taking any extra precautions to keep themselves safe
- Keep information about our health and yours confidential and share risks as appropriate

We may

- Contact you in the days preceding a training course to carry out a COVID-19 screening checklist with you
- Have to postpone your course at short notice or make adjustments to its length and structure, including shifting face to face training to webinars

We need you to

- Follow Scottish Government guidelines immediately if you feel unwell, display any symptoms of COVID-19, or have to self-isolate in the lead up to any training event
- Provide your correct contact details
- Inform us if we need to take any extra precautions in advance of any course



- Share any concerns you have

Travelling to Training

We will

- Use our own transport *where possible* to minimise our use of public transport in line with current guidance
- Follow national guidelines if we need to use public transport (*wear face masks unless exempt; avoid crowded areas and touching surfaces; maintain distance and regularly wash our hands*)

We may

- Recommend alternative course dates to minimise your use of public transport in line with current guidance

We need you to

- Use your own transport *where possible* to minimise the use of public transport in line with current guidance
- Follow national guidelines if you need to use public transport (*wear face masks unless exempt, avoid crowded areas and touching surfaces, maintain distance and regularly wash your hands*)



At Training

In the Venue

We will

- Dynamically risk assess venues each day to ensure adherence to the criteria that we have set
- Explain to the venue if you or our trainers will be taking any extra precautions to keep themselves safe
- Share our contact details for the Test and Protect system
- Use hand sanitisers that are made available
- Wear face masks, unless exempt or consuming food or drink, in communal areas
- Minimise the time we spend in communal areas
- Maintain physical distancing of two metres between ourselves and others where possible
- Adhere to any other health and safety guidelines set by the venue
- Ensure our trainers know who first aiders are and how we can assist them if an emergency arises
- Ensure you have clear instructions about where your training room is and ensure it is open for you on arrival
- Stagger break times
- Only provide food and drinks where on-site catering is provided and the venue has reviewed the impacts of COVID-19 on their food management safety systems

We may

- Cancel training events if our criteria are not being followed
- Stagger arrival times



- Ensure meals and refreshments are served in the training room where possible
- Support you and be available to discuss any concerns you have confidentially
- Ensure that you are able to get home safely if you become unwell

We need you to

- Arrive and depart on time to avoid crowding in communal areas
- Share your contact details with venues for the Test and Protect system
- Advise us if your needs have changed and if the venue needs to take any extra precautions to keep you safe
- Use hand sanitisers that are made available
- Wear face masks, if able to, in communal areas
- Minimise the time you spend in communal areas
- Maintain physical distancing of two metres from others where possible
- Adhere to any other health and safety guidelines set by the venue or by our trainers
- Share any concerns you have

In the Training Room

We will

- Ensure hand sanitisers are available at the entrance of the room and throughout
- Regularly wash our hands
- Minimise our contact with hard surfaces
- Maintain safe seating arrangements that have been set out by venues or by ourselves
- Provide you with bottled water

We may

- Cancel training courses during delivery if one of our trainers or delegates displays COVID-19 symptoms or have been contacted to self-isolate
- Supply touch screen devices for you to use in training and ask you to clean after use with wipes that we will provide



- Maintain physical distancing of two metres between ourselves and others where possible
- Conduct a thorough health and safety induction at the beginning of each course
- Explain if our trainers will be taking any extra precautions to keep themselves safe
- Implement any additional measures based on your needs and share as appropriate
- Manage the training space in a safe way and continue to remind you of safety measures
- Dynamically assess risk and adapt our activities if necessary
- Use technology enhanced learning so you can use your own devices
- Provide you with training materials that have been secured for 72 hours prior to the start of activities
- Use disposable gloves when handling training materials
- Place materials where you can collect them safely in the room
- Ensure our trainers use their own individual equipment and materials as much as possible and clean thoroughly if sharing with their co-worker
- Disinfect laminated training materials and tablets
- Stipulate how to carry out any group activities and use any equipment we provide
- Support you and be available to discuss any concerns you have confidentially

We need you to

- Advise us if your needs have changed and we need to take any extra precautions to keep you safe
- Advise us immediately if you have any COVID-19 symptoms or have been contacted to self-isolate
- Use hand sanitisers, regularly wash your hands and minimise contact with hard surfaces
- Use your allocated seating space for the duration of a training course
- Maintain physical distancing of two metres from others where possible
- Adhere to all health and safety measures and instructions on how to carry out group activities



- Share any concerns you have
- Support us as we adapt to new ways of working

After Training

Our Health, Safety and Wellbeing

We will

- Follow Scottish Government guidelines immediately if we feel unwell or display any symptoms of COVID-19
- Notify you and the venue immediately if one of our trainers or a training delegate has tested positively for COVID-19 within 14 days of a training course and recommend you to follow Scottish Government advice
- Reflect on our practice and review this document
- Support you and be available to discuss any concerns you have confidentially

We may

We need you to

- Follow Scottish Government guidelines immediately if you feel unwell or display any symptoms of COVID-19
- Notify us immediately if you have tested positively for COVID-19 within 14 days of a training course
- Share any concerns you have and give us honest feedback using our course evaluation form or by contacting us directly using the details provided on page 13 of this document



Our Checklist for Venues

- A deep clean has taken place prior to reopening and additional cleaning procedures have been put in place
- We have access to conduct a site visit prior to booking and are provided with detailed information about how our safety is being prioritised
- A COVID-19 Risk Assessment has been completed, is reviewed frequently and we have access to it
- We can collaborate on compiling our COVID-19 Risk Assessments for training activities
- We are provided with a single point of contact who is available throughout each course
- First Aiders are available and our trainers are informed how we can assist them if an emergency arises
- Ventilation within the venue has been considered and improved if necessary
- Processes are in place for entering/ exiting the venue with minimal contact
- Contact details are taken for Test and Protect and the venue is GDPR compliant
- Processes are in place to minimise contact with other bookings/ users of the building
- Scottish Government guidelines on physical distancing are followed and safe seating arrangements are in place within the training room
- Signage/ floor markings are in place to encourage physical distancing
- Hand sanitiser is available throughout the venue
- Face coverings are required in communal areas and where physical distancing is not possible
- All high contact touch points in communal areas are wiped down regularly
- Equipment is disinfected daily
- Bottled water is available
- We have the option of serving food in the training room if on-site catering is available
- The impacts of COVID-19 on food management systems have been reviewed if on-site catering is provided

Feedback and Review

We will review this document and our approaches in line with changing guidance and feedback.

Please contact us at LDI@communityjustice.scot if you have any further suggestions on how we prioritise the health, safety and wellbeing of our staff, training delegates and the wider community .

Community Justice Scotland, R1 Spur Saughton House, Edinburgh, EH11 3DX

Tel: 0300 244 8420

www.communityjustice.scot

