



## **PRACTICAL ASSESSMENT UNDER EPIDEMIC AND PANDEMIC CONDITIONS POLICY**

### **1. SCOPE**

It is the intent of North Wilts Training Group to provide safe conditions for practical assessment in the event of a pandemic for example Corona Virus. This policy sets out the conditions that must be met in order for any practical training and assessment activity to take place.

### **2. RESPONSIBILITIES**

This policy applies to any practical training and assessment activity taking place under the supervision of a trainer/assessor working for North Wilts Training Group.

### **3. GENERAL DEFINITION OF PRACTICAL TRAINING**

Practical training is that which requires a trainee to demonstrate competence in a practical skill such as operating machinery, interacting with animals or livestock, administering medications or first aid, which cannot be otherwise assessed via simulation or other means.

### **4. CONDUCTING ESSENTIAL PRACTICAL TRAINING AND ASSESSMENT UNDER PANDEMIC CONDITIONS**

In the event of a pandemic, trainers/assessors should assure themselves that Practical Assessment is the most effective way of testing a trainee's competence and that this cannot be carried out by any other means. They should assure themselves that all risks of disease/infection transmission have been mitigated where this is practical and possible.

***Where practical assessment must take place, the following conditions must be met:***



- All normal risk assessments must be carried out prior to commencing any training and assessment
- The training site is sufficiently large to allow for social distancing measures to remain in place (2 metre clearance at all times for all participants)
- Adequate hand washing and hand sanitising facilities are available for the number of individuals (including the trainer and each trainee)
- There is facility to clean/sanitise any equipment prior to use by each participant, including demonstration by the trainer
- Face masks are worn where this does not impede trainee identification and individual performance
- There is a secure method of effective communication between the assessor and each trainee – this can be mobile phone on speaker, video conference call or headphones
- The trainer/assessor has facility to **immediately stop** any action or behaviour deemed unsafe
- There is a secure stable internet connection to enable live streaming and recording
- No more than 2 trainees are in attendance at the assessment site at any one time – 1 trainee taking the assessment, 1 trainee to record the assessment

Where these conditions cannot be met, the session cannot take place and alternative arrangements (new site, new date, replacement trainer/assessor) must be made.

If there is material change in the conditions on site after the session has commenced and this change impacts on the application of safe pandemic controls as listed above, the trainer **MUST** end the session immediately.

Similarly, if there is reason to believe that it is no longer safe for all or one participant to continue, the trainer **MUST** end the session immediately.

If there is any question about whether a training and assessment activity is safe to take place/continue this should be immediately referred to North Wilts Training Group.

## **5. Disclaimer**

The level of risk involved in providing or taking practical assessment is considered sufficient that participants are required to sign the disclaimer at Appendix A prior to the commencement of any training and assessment activity. This disclaimer **MUST** be retained until participants have completed or received certification for the training and assessment.



## Appendix A

### Delivering or Undertaking Practical Training and Assessment under Epidemic and Pandemic Conditions.

Session Time and Date: \_\_\_\_\_

Training and Assessment Site address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of Trainer/Assessor: \_\_\_\_\_

Name of trainee: \_\_\_\_\_

I, as the Trainer/Assessor confirm that I have carried out appropriate risk assessments to ensure that the activity can take place safely and with minimal risk under the Epidemic and Pandemic Conditions. I confirm that I am happy that this activity can take place on the date and time and at the site detailed above.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I, the trainee, understand that all practical measures have been put in place to maintain the health and safety of all participants in this training and assessment session and I confirm that I am happy to participate in this session under these conditions.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_