



Safe Working Policy 2020 for Academy Training Solutions Limited

(Updated 1 Jun 20)

General

This policy is in addition to the existing Health & Safety at Work policy and any authority guidelines. Its primary purpose is to guide the safe return to physical-proximity working following the Covid-19 pandemic of 2020. This policy is to be regarded as 'frequently-changing' and should be reviewed and read by all concerned at regular intervals and clearly published and displayed where appropriate. This should be considered alongside the current Workplace Risk Assessment.

Face-to-face training policy

Scheduling

Following government restrictions on physical contact and proximity as a measure to reduce the spread of Coronavirus, **we recommend remote training as a first-choice option for all customers.** We understand that with some types of training and learning-styles this is not effective or efficient and have the following policy in place for face-to-face training.

Bookings

Companies will be informed of remote training options on booking and be encouraged to consider this. Delegates from different companies will be scheduled to attend training on different days, or seated with as much separation as possible in the classroom, even where there may be additional space.

Arrival

Delegates are requested NOT to attend in person if they have any symptoms of infection or if they feel unwell. Their course will be re-scheduled without our usual fee, even at short notice.

Delegates are asked to report to reception on arrival as usual. They will be met in reception and have their temperature taken (infra-red, non-contact thermometer), and be asked to visit the washroom and wash their hands prior to going into the training room.

Training rooms

Training rooms have been remodelled to comply with proximity guidelines. Polycarbonate screens are fitted to desks and a policy of one-delegate-per-desk is in place. Class sizes will be reduced where appropriate and use of larger rooms where class size dictates.

Scheduling will be modified to ensure a 36-hour minimum 'vacant-space' following a training session with attendees from outside. (An exception to this is where a course is 2-days with the same attendees on both consecutive days.)

Training rooms will be cleaned daily with appropriate chemical-cleaning and steam-cleaning as appropriate. Any common-touch items (door handles, etc) will be steam-cleaned daily.

Air-conditioning will be turned on with fans run at a higher than usual rate to ensure good air circulation and filtering.

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Academy Training
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Shared items

The use of shared items will be reduced as much as possible (with the regrettable understanding that this is contrary to our Environmental Policy – this Safe Working 2020 Policy will have precedence).

Provided notepads, pens, etc should be taken away at the end of training by delegates, or discarded if effective cleaning is not possible. Keyboards & mice will be cleaned following each use by a different person.

If delegates are able, they are encouraged to bring their own remote keyboard & mouse to connect to our laptops.

Lunches

Unfortunately, for the time being lunches will NOT be provided and delegates will be asked to bring their own food. Breaks will be taken throughout the training, and delegates encouraged to use the time to leave the building, get some fresh-air, and to wash their hands on their return. Communal spaces for lunch may be used where proximity rules can be observed.

Disposable cups will be provided for single-use for tea, coffee and drinks. All drinks will be made by the trainer (gloves will be provided) to avoid multiple people touching the makings. Wrapped biscuits and sweets will still be provided. Any unused sweets should be taken away by delegates or disposed of at the end of the session if they have been touched.

Tissues

Disposable tissues will be provided throughout the area for use by delegates and staff. Their use for operating 'common-touch' items (such as door handles) will be encouraged. They should be disposed of after use and not retained for the future.