



COVID-19 Health and Safety Policy and Arrangements

The Safety and Wellbeing of all staff, learners, visitors and contractors at Fast Line Training Services is of paramount importance. This COVID-19 Health and Safety Policy aims to set the centre expectations with regards to working arrangements during the pandemic, so together, we protect our community.

All employees at Fast Line Training Services have been issued a copy of this policy and the requirements have individually been briefed to each member of staff. In addition, all learners are fully briefed in relation to this policy upon arrival at the centre or workplace assessment location. The contents of this policy are made available for all candidates attending training and/or assessment events. Fast Line Training services has sourced sufficient resources to adhere to the requirements of this policy, including COVID-19 PPE for all employees. Members of staff may also issue items of PPE to candidates where necessary.

Safety measures implemented by Fast Line Training Services COVID-19

For those attending the CEME Campus and all other training facilities including workplace assessments, we have implemented the following measures to support our health and reduce the spread of the virus during this pandemic;

The Centre has implemented the following Safety Measures;

- One-Way systems
- Clear COVID-19 protocols signage
- Sanitiser Stations all around the building
- Desks spaced 2m+ apart in all classrooms
- Deep cleaning of classrooms
- Mandatory wearing of face coverings in all communal areas
- Use of face coverings and/or face visors
- Increased cleaning of desks, chairs and other relevant surfaces, equipment, etc.
- Reduction of learner numbers attending training courses
- Sanitiser and COVID-19 PPE kits for workplace assessments

Training Centres and Classrooms

Access to our Main Office will be restricted to one learner at a time and they can only enter the office for urgent matters, all general correspondence throughout the booking process and training event must be conducted electronically or over the phone. All activities and process where possible will be carried out electronically as a priority.

The following measures are implemented for Training Courses taking place at the CEME Campus or any other centre including a customer site.

- Buildings have been inspected and statutory checks and maintenance have been completed, including a COVID-19 Risk Assessment for each Centre. Classrooms have been inspected in accordance with the checklist and risk assessment.
- Perspex screens have been installed at key points that require face to face interaction with others, such as payment points at cafés, building receptions and information points. Floor markings have been added to these points to facilitate the 2m social distancing requirements.
- To help with the flow of persons in and out of buildings, and where safe to do so, the use of one access and one exit door has been defined and clearly sign-posted. Where this is not feasible, including where the walking-routes become complex to follow, staff, learners and visitors will be instructed to walk on the left side of their path, whether corridors or stairs.
- The use of lifts will be prioritised to those who are less able to use the stairs, and those who are carrying large or heavy loads. Most of the lifts will be indicated as single use. When the size of the lift allows for more than one person to make use of it, clear markings have been placed on the lift floor.
- Cleaning material and hand sanitiser are available within classrooms and shared areas e.g. kitchenettes, so touch points can be clean before and after use.
- To prevent bottlenecks and help with cleaning and ventilation of rooms, a time lapse of at least 30 minutes is adopted, between room occupation by different groups of learners e.g. training rooms and indoor practical areas.
- No alterations shall be made to the fabric or the structure of the building, including doors, without consulting the Training Manager.
- Management will review and amend their risk assessments to reflect changes due to increased activity and/or changes to the Government guidance.
- Each learner on arrival will receive an induction briefing specifically for COVID-19 safety measures from their trainer, so they are aware of new procedures and controls, including the location of the sanitiser stations situated around the centre.

- Health and Safety policies and codes of practice must still be followed. Adherence to controls defined in all risk assessments, remains unchanged and binding. Management shall closely monitor staff and learner behaviour.
- We all have a role to play in protecting our community. Fast Line Training Services expects everyone to adhere to the contents of this Policy.
- People can work from home if their presence at the Centre is not essential.
- People showing any of the common symptoms of COVID-19 (new, continuous cough; high temperature; loss or change to your sense of smell or taste). Anyone with symptoms must self-isolate for 10 days from when their symptoms started.
- People who live with or have been in close contact (within 2 metres for more than 15 minutes) with someone who has the symptoms or tested positive for COVID-19 must self-isolate for 14 days from when the person you live with or have been in contact with started displaying the symptoms.
- People can Contact the Training Manager or Operations Director if they want to discuss personal circumstances or any health concern regarding either working from home or working at the Centre.

It is essential that everyone adheres to the following:

Social distancing

- Fast Line Training Services Policy is to maintain a two-metre social distance where possible to prevent the spread of COVID-19.

Good hygiene practices at the Centre

- It's essential that everyone washes their hands regularly with soap and warm water, particularly on arrival at Centre, when moving from one working space to another, and after taking breaks.
- Sneeze or cough into a tissue or your elbow. Dispose of the tissue into a bin immediately wash their hands.
- Avoid touching their face, mouth and eyes to prevent contamination from hands. Disposable gloves should only be worn where they have been deemed necessary by risk assessment e.g. when providing first aid. Use of gloves does not prevent the transmission of the virus and may give a false sense of security.
- Equipment must be wiped down within workspaces at the beginning and end of a session or if space/equipment is shared between users.
- Shared facilities like kitchens, showers and toilets must be left in the same state they are found in and monitored on a regular basis.

Development of the symptoms of COVID-19

All learners and members of staff must report their symptoms and go home using the same mode of transport they used on their inward journey to get home. If it is not safe to do so, alternative options e.g. walking, use of a taxi or bicycle need to be arranged. The affected work area will be deep cleaned or secured for 72 hours and then cleaned as normal. All adjacent corridors and areas will be cleaned as normal.

Managing visitors and contractors

- Only essential visitors such as contractors and service engineers should be allowed on site.
- Visitor access to all buildings should be restricted and they must be inducted in and adhere to local infection control procedures and safety arrangements.
- Contact details of all visitors must be recorded, in case they need to be notified for contact tracing purposes.
- For companies who regularly attend the premises e.g. contractors, a request and review of their health and safety policy/arrangements /RAMS (risk assessment and method statement), including those related to COVID-19 needs to be carried out by the Training Manager or Operations Director.
- Access to Welfare facilities is provided to all visitors and delivery drivers.

Raising concerns

Any concerns or reports of poor safety practices are investigated in confidence.

The measures necessary to minimise the risk of the spread of COVID-19 infection rely on everyone involved in the training delivery process demonstrating responsibility for their actions and behaviours. An open and collaborative approach is encouraged, where any issue can be openly discussed and addressed.

This Policy has been developed in accordance with current Government guidance and it is subject to change as Government policy evolves.