

Introduction

Policy Purpose

This company policy includes the measures we are actively taking to mitigate the spread of Covid 19. You are kindly requested to follow all these rules diligently, and to read the associated Risk Assessment, this will help us sustain a healthy and safe workplace in this unique environment.

It's important that we all respond responsibly and transparently to these health precautions, we assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This COVID 19 company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

Scope

This coronavirus policy applies to all employees, consultants, trainers, assessors and learners who physically work in our offices and classrooms, or who visit remotely at client's sites.

Risk Assessment

This policy is supported by an internal Risk Assessment, which will be updated in line with government guidelines, ensuring that risks in relation to COVID 19 are controlled SFAIRP.

Our Policy

Personnel with Symptoms of Covid 19

Any employee, consultant, learner, or contractor who has symptoms of Covid 19 will not be permitted access to site and is to self-isolate in accordance with the government guidelines.

If any person's report that they have symptoms of Covid 19 and are at the TTC then action will be taken to isolate them and refer then to the NHS Test and Trace website.

Any employee or consultant who develops symptoms on route to a client's premises, or at their site are to advise Karon Reynolds via phone 07851216771 (If at a client's site they are to advise their host immediately) and then refer to NHS Test and Trace website.

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

Coordination with CATCH and Other Site Providers

We will work closely with, and coordinate our controls to ensure that as a minimum they meet the guidelines agreed with CATCH and the other providers who utilise the facilities at our training base within the Technical Training Centre and wider CATCH facility

Coordination with Clients and Contractors

We will provide clients and contractors with up to date copies of our Risk Assessment and this Covid 19 Policy prior to site visits and additionally on their specific request to do so. When visiting their locations, we will request their Policy and Risk Assessment and ensure that our controls are coordinated effectively.

Coordination with Learners on Courses

All learners will be provided with a copy of the Risk Assessment and our Covid 19 Policy, they will be given an induction prior to commencement of any course which will include specific controls in place in relation to Covid 19, these will also be included in the joining instructions sent out prior to arrival at site.

Apprentices

We will coordinate with the apprentices and their companies in relation to delivery of face to face training, our Risk Assessment will also be Coordinated with HETA's Risk Assessment to ensure control's meet the requirements of the Main Provider as a minimum.

Classroom Training

Our classrooms will be reassessed to ensure that we meet current government guidelines on social distancing, additional measures will be adapted in line with the Risk Assessment.

Training on the Process Plant

Any training undertaken on the Process Plant will be coordinated directly with CATCH ensuring that we have access to their Risk Assessment and that our training does not conflict or impact other providers on site.

Welfare and Cleaning Facilities

Specific additional controls have been introduced by CATCH in relation to:

- ❖ Access to welfare facilities
- ❖ Additional cleaning stations
- ❖ Pedestrian traffic routes
- ❖ Restaurant and Catering Facilities

These will be clearly communicated to all personnel and supported by Reynolds Training Services Ltd, in addition to this additional cleaning will be undertaken in the classroom areas during any course and that drink stations with appropriate access will be set up in the classroom.

Responsibilities

The managing director (John Reynolds) maintains overall responsibility for this policy, however, it is the responsibility of each individual employee and consultant to ensure they adopt the safe working practices identified within this policy and the completed risk assessment.

Approval

Policy Approved By:



John Reynolds – CMIOSH

Managing Director – Reynolds Training Services Ltd

04th June 2020