

Risk assessment

Activity: RTITB Academy Lift Truck Instructor Practical Training

Organisation name: RTITB - June 2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Risk of catching COVID-19/ Risk of spreading COVID-19	Sub-contractors, candidates, Academy employees	<ol style="list-style-type: none"> 1. The number of people (inc the instructor) in the practical training area will be strictly limited to a maximum of 2 at any one time. All others should be stood behind a physical barrier at least 2 metres away. 2. The roller shutter door must be kept open during training/work hours to ensure adequate ventilation (the roller shutter door must be barriered off and NOT be used for pedestrian access/exit) 3. Candidates not directly involved with lesson delivery to stand behind their own segregation barriers distanced at 2 metres apart 4. All lift truck hand controls, hand holds, steering wheel, and seat belt buckles etc. must be sanitised regularly throughout the day by the course instructor and as a minimum when a new person is going to use the lift truck 5. Disposable seat covers are supplied and should be swapped by the instructor each time a different candidate operates the lift truck 6. Instructors and candidates should avoid touching their faces 7. Face visors must be worn when delivering face-to-face training. Face visors must not be shared and must be kept clean 8. The wearing of a face mask (under a visor or when not using a visor) is optional for all persons in the training area, where chosen to be worn they should be worn in accordance with government guidelines (posters up in 		<p>Sub-contractors, candidates, RTITB employees</p> <p>Academy instructors to monitor adherence to this risk assessment</p>	Ongoing	01/06/20

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		<p>training rooms with instructions on how to use). Instructors and candidates should be aware of the possibility of glasses fogging up when using face masks.</p> <p>9. Instructor are to provide demonstrations on one dedicated truck, this truck must not be used by the candidates. The truck has been clearly marked for instructor use only.</p> <p>10. If at any time people are seen not to be adhering to this risk assessment the course will be ended and the academy closed immediately.</p> <p>11. Lift truck practical examinations will be conducted remotely.</p> <p>12. All items used for cleaning and personal protection and that are due for disposal are to be kept in a sealed bag for 72hrs prior to disposal. They will be stored in the back warehouse and marked with the date they can be put into the general rubbish bin</p>				