

# RTITB Instructor Academy – LGV courses

Covid-Secure

Safety Procedures

## Our Commitment to You

Thank you for choosing to attend a course at the RTITB Instructor Academy. These are extraordinary and difficult times, and we wanted to let you know that we appreciate your commitment to your career development path and our training standards. Your safety and well-being are our primary concern, so we wanted to share with you the steps that we have taken to make Access House Covid-secure so that we can help minimise the risk of infection in and around the premises.

In this short briefing, you will find instructions and guidance on the steps that we are taking to maintain awareness of and prevent the spread of Covid-19. Please take some time to read the following information. And please do not hesitate to contact us if you need any clarification on anything.

Thanks again for choosing to visit the RTITB Instructor Academy.

For more information:

- Working safely during coronavirus - <https://www.gov.uk/guidance/working-safely-during-coronavirus-Covid-19/offices-and-contact-centres>



## Office Cleaning and Routine Wipe Down

Along with regular handwashing, keeping surfaces clean is one of the most important things we can do to combat Covid-19. For this reason, all communal surfaces (doors, countertops, handrails etc.) and equipment around Access House will be regularly wiped down with a dedicated disinfectant throughout the day, including at the end of the working day. This will include the classroom where your theory lessons and work will take place, which will be wiped down at regular intervals throughout each day of your course.

For your part, please observe the usual guidance relating to regular hand washing, social distancing and covering of the face when sneezing or coughing.

## Hand Washing

This is one of the best defences against Covid-19. All visitors and staff must maintain a regular handwashing habit – plenty of soap and warm water for 20 seconds. A number of hand sanitiser stations have been set up around the building. Please ensure that hands are washed upon arrival at the building and then frequently throughout the day. It is also important to ensure that you clean your hands when you arrive home or back at your accommodation if you are staying away.

Please ensure that handwashing/sensitisation takes place **immediately** after sneezing or coughing.

## Social Distancing

You must maintain a good **2-metre** distance between yourself and others in the building. Markings have been laid down around the building to assist with this, and desks/furniture have been reconfigured to maintain social distancing. Please comply with these measures and **do not** re-arrange furniture. Social distancing measures that will be employed in the practical training are discussed later in this document.

**Note:** Social distancing rules are constantly under review. At the time of writing, guidance in this document is 2 metres but your instructor will advise you if rules at Access House have since changed.

**Note:** In the event of a fire or other mass evacuation, social distancing rules do not apply; safe exit of the building takes priority.

As much as possible, face-to-face contact should be avoided. Our classroom area has been configured in traditional classroom style to ensure that candidates sit side-by-side, rather than face-to-face. Please do not rearrange tables and chairs as this configuration has been employed to maintain social distance and limit direct face-to-face contact. Please see section on practical training later in this document to see how social distancing and protection will be maintained in the practical training area.

**Note:** Handshaking will not be permitted.

**Note:** If at any point during your time at Access House you develop any of the symptoms of Covid-19 (dry, persistent cough, high temperature, loss of taste/smell), you will be asked to leave immediately and all members of the course, plus the instructor, will be required to leave the course and follow current Public Health England guidelines.

## General Rules

A few rules have been put in place to help minimise the risk of infection or transmission of the virus. These measures have been taken from official guidance documents and are based on our own risk assessment. They must be followed closely. Some rules will require a significant change in usual behaviours that are, in many respects, automatic, so it's important to remain vigilant and aware at all times.

## Ventilation

It is important to maintain airflow in and around the building as this has been found to limit the spread and minimise the effects of the virus. Therefore, in areas where it is possible to ventilate with fresh air, cab windows and door will be kept open. For this reason, it is important that you bring warm clothes as the building, classrooms and vehicle may be quite cold.

In line with COVID advice from the UK Government in December 2020 doors, windows and roller shutter doors will remain partially opened to assist in maintaining a suitable airflow. Alternative heating such as electric heaters in classrooms and gas heaters in the warehouse will be used to maintain temperature and comfort in the training areas.

## Building Navigation

We have implemented strict rules governing movement around the building. This is to minimise team member contact with visitors and vice-versa. As a rule, staff movements will be restricted to the upstairs part of the building, while instructors and course delegates will be confined to specific downstairs areas.

Your instructor will show you the route to take between Reception and your training and refreshment areas.

Please ensure that you limit your movements to these areas as they will help minimise contact between yourself and RTITB staff. Signage will be available to help direct you.

## Toilets

As part of our plan to minimise interaction with visitors, all staff will use the toilet facilities upstairs. Candidates and instructors will use the toilets found to the left as you come out of the double doors from Reception. These toilets will undergo regular cleaning throughout the day. Please do not use any other toilets in the building, including the toilets located in the HGV and Lift Truck training areas.

## Refreshments

Our usual upstairs atrium/waiting area will be **closed** until further notice. Refreshments and hot drink-making facilities will be served in Training Room 1. Your instructor will show you the route from Training Room 4/5 to Training Room 1. Disposable cups will be provided.

Outside common areas, such as the picnic tables found near the Reception area can be used, but please ensure that you maintain a 2-metre separation from others in the area.

The smoking area can also be found to the right as you come out of the main Reception door – as with the picnic table area, please maintain social distancing rules when using this area.



## During Your Course

### Arrival

Note: We will be limiting the number of candidates attending Access House at any time to a maximum of 12, this will allow us to maintain safeguarding and social distancing in the building as there is plenty of space (4000 sq/ft).

Please bear in mind government guidance on the use of public transport when travelling to and from Access House. You should use your own transportation to travel to the course and not public transport.

When you arrive, please enter through the main reception doors, situated on the far side of the building as you drive into the main car park.

Your instructor will meet you at Reception. Before leaving Reception, you will be required to:

1. Sanitise your hands using the hand gel provided
2. Sign in (please bring your own pen with which to sign in)
3. Complete a short health questionnaire.

Your instructor will review your health questionnaire and your temperature will be taken. Based on the questionnaire, your temperature reading, and at the instructor's discretion, they will admit you to the rest of the building. Your health questionnaire, including your temperature reading, will be kept in your Training Record. Please be accurate and honest when completing the questionnaire, and please inform your instructor if you feel unwell during your course or if you develop any of the following significant symptoms: high temperature, frequent dry coughing, loss of taste/smell.

Access to and from the building will be tightly controlled to limit the risk of bringing infection in. For this reason, we ask that you bring lunch with you to avoid the need to leave the premises and return during the day. However, if you do find you need to leave the premises, please ensure that on your return you enter via Reception and use hand sanitiser immediately.

**Note:** The instructor will ask you to leave if they feel you present a risk to your course colleagues or RTITB staff



## Classroom

Your classroom activities will be conducted in Training Room 4 or 5. The desks and chairs will be arranged to cater for social distancing. Please do not re-arrange the desks or chairs, and please pick a desk and continue to use the same desk for the duration of your course.

The door will be propped open to allow for air flow.

Props may be used during instructional technique training sessions and the examination. You must wash/sanitise your hands after handling site-provided props; your instructor/examiner will not be permitted to handle props that you provide.

Please do not share learning or writing materials/equipment with your classmates.

A personal bottle of hand sanitiser will be on your desk in the classroom on arrival.

## Practical Vehicle Activities

The HGV will be prepared for social distancing measures and general infection control.

Throughout your time in the vehicle, the windows will be open to ensure regular airflow; please ensure you dress accordingly. The following important safety instructions, based on our risk assessment, must be adhered to:

During practical sessions, the following rules must be adhered to:

- The number of people (including yourself) involved in any practical training scenario, at any time, will be 2.
- You must wear clothing that fully covers your arms and legs.
- You must wash your hands and put on suitable gloves before getting into the cab, these must be kept on for the duration of the practical session, and must be properly disposed of in a contaminated waste bag – your instructor will indicate the correct bag.
- You must take care not to touch your face.
- The wearing of face covering is optional. However, where face masks are worn, this should be done in accordance with WHO guidelines. Please be aware of glasses 'fogging up' when masks are used. (<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks#:~:text=If%20you%20are%20healthy%2C,dispose%20of%20it%20properly.>)
- All truck hand controls and hand holds will be sanitised regularly throughout the day, and before you climb into the vehicle.
- A new seat cover will be fitted to the driver's seat before each change of driver – these will be disposed of as contaminated waste at the end of each candidate's session.
- Ventilation systems will be switched on while people are in the vehicle and set to drawing fresh air in, and not recirculating air.
- To improve ventilation, windows will also be opened (partially if it's cold). Heating will also be left on to keep the vehicle warm.



- An in-cab sanitiser will be used on the vehicle at the end of each day
- All instructor/examiner instructions regarding safety/social distancing must be followed.
- In-cab training time will be kept to shorter periods with plenty of breaks in the fresh, open air.
- If your course involves off road exercises and road driving, off road exercises will be conducted prior to any road driving. Should a candidate record serious faults during any off road exercise then these will be rectified prior to any road driving takes place
- Wherever possible training will be delivered outside of the classroom and cab, with the instructor and candidate practicing social distancing throughout

## Examination Arrangements

Examinations will be conducted by the Examinations Team remotely. Further examination arrangement information will be provided during your course.

## Thank You

Thank you for taking the time to read this information and thank you for helping our training centre control the risk of infection spread. If you have any observations regarding safe working practices during this time, or if you have any concerns, please share them with the Academy team.