

# RTITB Instructor Academy

## - Lift Truck and LGV Courses

COVID-Secure

Safe Working Procedures



## Our Commitment to You

We are continuously monitoring the COVID-19 situation and the government's response to it. In light of the recent relaxation of restrictions, we have updated our approach to safety in and around the Academy to ensure your safety while training with us.

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 train with the RTITB Instructor Academy.

## General Safety

**We strongly recommend that candidates do a lateral flow test no more than 36 hours before the start of a course and then throughout the course at three-to-four-day intervals.**

- Please enter and exit the building only by the main reception foyer.
- Please use the hand sanitiser provided at the sign-in desk in reception when entering the building and before signing in on the tablet – please ensure hand sanitiser is used every time you leave and enter the building.
- Please scan the QR code with your NHS COVID app when you arrive each morning.
- Your instructor will take your temperature upon arrival – if your temperature is 38°C or higher, you will be sent home and will not be able to attend your course.
- If you are displaying any COVID symptoms you will be asked to leave immediately – 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, headache, feelings of nausea, etc.
- We will continue to minimise contact between RTITB staff and candidates, please do not go upstairs unless essential and only if escorted by your instructor.

- Social distancing protocols will remain in place, please ensure you maintain a 2-metre gap between yourself and others where possible – **note: in the event of a fire or other mass evacuation, social distancing rules do not apply; safe exit of the building takes priority.**
- Face-to-face contact will be minimised as much as possible. Our classrooms have been configured to minimise direct face-to-face time, please do not reconfigure tables and chairs.
- Handshaking is not permitted.
- Do not share personal equipment, such as phones, pens, pads, etc.
- Please ensure you wash your hands regularly throughout your course.
- You will be given a personal hand sanitiser on the first day of your course.
- Please ensure you wash your hands well upon arriving home or at your accommodation if staying away.

## In and Around the Building

A few rules have been put in place to help minimise the risk of infection or transmission of the virus at the RTITB Instructor Academy. These measures have been taken from official guidance documents and are based on our own risk assessment. They must be followed closely.

## Ventilation

In areas where it is possible to ventilate with fresh air, windows, doors and roller shutters will be kept open. For this reason, it is important that you bring warm clothes (if attending during cool weather) as the practical training area and classroom may be cold.

## Building Navigation

Please ensure that you limit your movements to your designated classroom, practical training areas and refreshment area as this will help minimise contact between yourself and RTITB staff. Your instructor will provide orientation on arrival, including the safest, most efficient route between your classroom/training area and the bathrooms and refreshment area. Signage will also be available to help direct you.

## Bathrooms

All bathrooms on the ground floor will be open for use by instructors and candidates; they will undergo regular, thorough cleaning. Please minimise the number of people in the bathroom at any one time to aid social distancing.

## Refreshments

Refreshments and hot drink-making facilities will be served in a designated training room, please ask your instructor the location for refreshments.

Please ensure you use the same cup throughout your course. We will give you your own personal cup on the first day of the course.

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.

## Classrooms

Classroom areas have been set up to meet social distancing requirements. 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.

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

Masks are optional in the classroom. Please respect individual choice when it comes to mask usage.

## Lift Truck Training Area

The Lift Truck Training area has been prepared for social distancing measures and general infection control.

Throughout your course, the main roller shutter doors will be open to allow fresh air into the area; please ensure you dress warmly as the area is may get cold. Please note that these openings will have barriers placed across them to prevent access – you are not permitted to access or exit the building through these doors, either on foot or on MHE.

Social distancing markers have been put down on the ground in the pedestrian area to help you maintain 2 metre separation.

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

- The instructor will use their own lift truck when demonstrating practical lessons, a separate truck will be used by candidates.
- Only the instructor and the candidate with whom they are directly working will be in the operational area – candidates who are observing will remain behind the pedestrian barrier, maintaining 2 metre separation.

- Face masks are optional for all candidates while in the training area. Where they are worn, face masks must be worn in accordance with government guidelines, and you must take into account the possibility of glasses fogging up during use.
  - Please respect individual candidates'/instructors' choice to wear a face mask
- The lift trucks will be wiped down and sanitised before use. Additionally:
  - The candidate lift truck will be wiped down with disinfectant at the beginning and end of each candidate's operational period – to include all hold points and controls.
  - All cleaning materials will be disposed of in a dedicated 'contaminated waste' bin for safe disposal later.

## Lift Truck Instructor Examination Arrangements

Examinations will be conducted by the RTITB Examinations Team remotely.

The theory test will be conducted as an online 'written' test.

The practical test will be watched by the examiner via a live video link.

## LGV-based Training

During in-cab lessons/examinations, the following rules must be followed:

- You must wash/sanitise your hands before getting into the cab.



- All truck hand controls will be sanitised regularly throughout the day, and before a new person boards the vehicle.
- The number of people in a vehicle cab at one time will be limited to 3.
- Face masks **must** be always worn in the vehicle. You must remain aware of the risk of glasses fogging when wearing a mask.
- The windows will be kept open to ensure adequate ventilation in the vehicle cab.
- Off-road exercises will be conducted before road-based exercises – any competency issues will be addressed prior to road driving.

## 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.