

Policy statement

Company policy is to closely follow the information, advice and guidance published by Government to stay COVID-19 Secure through risk assessment and the implementation of social distancing and hygiene controls within our business.

Generic Venue and Hygiene Controls

- Internally and externally the venues will be marked to reinforce social distancing, including appropriate one way systems and similar measures to reduce congestion and communal touch points.
- Course start times will be staggered to reduce congestion; this will be reflected in joining instructions.
- Receptionists will sign people into the venues to avoid using communal touch points.
- Visitors will be asked to confirm they have no reason to suspect they may be unwell.
- Learners will move directly to their classrooms whilst all communal break out areas and canteens remain closed.
- All lunches and drinks will be served in classrooms.
- All learners will be given disposable pens.
- All disposable items and waste paperwork will be bagged before the class leaves the classroom.
- All bathrooms will be sanitised twice daily.
- All door handles and potential areas of higher contact will be sanitised twice daily.
- All classroom tables, boards, markers, heating or TV controls and all other hard surfaces within classrooms will be sanitised daily.
- All classrooms will contain the means to sanitise desks and other equipment during and after use.
- All lanyards will be sanitised after use.
- All trainers delivering training away from DTL venues will have the means to sanitise classrooms and equipment.



Generic controls for training delivery

- Trainers will be clear that persons with a new or persistent cough, raised temperature or heavy cold symptoms cannot attend a training event and must return home and rearrange their training.
- If anyone becomes unwell with such symptoms during an event they will be sent home and advised to follow government guidance.
- Social distancing will be practised in each classroom with 2 metres between learners.
- Disposable pens will be provided and all pens, waste papers, tent cards etc will be disposed at the end of the event.
- Each classroom will have the means to adopt good practice hygiene daily with the cleaning of hard surfaces, door handles, air conditioning or TV controls, whiteboards and marker pens.
- Trainers will wear disposable gloves when collecting and marking all papers. Handling of paperwork between individuals will be kept to an absolute minimum.
- During practical training social distancing will be maintained, this may require smaller cohorts or flex in the method of training delivery, risk assessed beforehand. If social distancing cannot be maintained activities will not be undertaken.
- Only in exceptional instances where the safety of an individual is compromised should learners be closer than 2 metres and only then with appropriate risk assessment and use of personal protective equipment (e.g. a short duration two person lift of a heavy item).
- During practical training all persons will wear disposable gloves or working gloves when handling communal items of equipment. They will be encouraged not to touch their faces and wash hands thoroughly following each exercise.
- During practical exercises the trainer will have a means of sanitising high-risk areas of contact on tools and equipment during and following use (e.g. keypads, meters, hand controls, valves etc). Learners will be encouraged to clean down equipment after use.
- Social distancing will be practiced during break and lunch times, and when eating food or smoking during breaks. Waste from lunches served in classrooms, paper plates, napkins and food etc will be placed in waste bags immediately following consumption.

