

Covid-19 Guidance to Training Team Customers

19th June 2020

This document supports the Training Team COVID-19 Risk Assessment. It is supplementary guidance for customers of In-Company Training. It explains our approach to the resumption of training services, at your premises, in conjunction with latest government guidance. It details practical advice for the training environment and our expectations, as your training provider.

The approach is four-fold:

1. Digital-First - where online courses are appropriate and available, these are suggested, as an alternative to classroom training
2. Scheduling the return to classroom training – risk-based approach
3. Hygiene kits and PPE
4. Delivering courses and attending meetings

1. Digital First

We have online public dates and/or can provide e-learning for the following products:

- Dangerous Goods – multi-modal overview
- Aviation Security
- GSAT

2. Scheduling the Return to Classroom Training

The table below details which type of service will return, from what date.

Service Type	Date from which service resumes
In-company training DGSA Consultancy visits	1 st June 2020
Public courses at FTA offices Public courses at external venues	29 th June 2020

3. Hygiene Kits and Personal Protective Equipment (PPE)

The latest government advice describes steps which employers should take to manage COVID-19 risk in the workplace. COVID-19 is a different type of risk and needs to be **managed through social-distancing and hygiene arrangements**, not through additional use of PPE.

- Where PPE is used in the work activity, this should continue to be used
- Hygiene kits are provided to all members of FTA field-based staff. The contents of the kits are available on request.

When managing the risk of COVID-19, additional PPE beyond what would normally be required is not seen as beneficial, as per government guidance. It is for this reason that we are not supplying facemasks as part of the hygiene kits for training staff. However, if your policy dictates that face masks are necessary, we will comply but require you to adequately supply and provide instruction on the use of a facemask.

There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect the person wearing it, but it may protect others if the wearer is infected but has not yet developed symptoms. Wearing a face covering is optional and is not required by law, including in the workplace.

4. Delivering Courses and Attending Meetings

Pre-event

- As part of the in-company booking process, a Facilities Declaration is required. Customers will be asked to confirm compliance with COVID-Secure requirements, including confirmation that the signed '5 Steps' poster is displayed at the training venue.
- Our trainer will contact the course booker 3-7 days in advance to confirm arrangements. They will also discuss any site-specific procedures.
- Once on-site, our trainers are instructed to adhere to all site rules, including any induction requirements. They will strictly adhere to social distancing (2m) and hygiene guidance.
- Please advise any of your delegates not to attend the training course if they are experiencing any of the following symptoms:
 - a new continuous cough
 - a high temperature
 - a loss of, or change in, your normal sense of taste or smell (anosmia)
- We reserve the right to ask an individual not to attend if they display the symptoms of COVID-19.

During a course / meeting

- Trainers will show a slide at the beginning of the day highlighting everyone's responsibilities with respect to social distancing and hygiene. It will also inform delegates on break times and arrangements.
- As part of the course introduction, the trainer will ask course attendees to notify if they begin to feel unwell
- Our trainers will observe the condition of attendees prior to the start of the event. As part of our dynamic risk assessment, trainers will continually observe the condition of attendees.
- Delegates displaying symptoms will be notified to the on-site contact, in accordance with your procedures.
- We reserve the right to ask an individual to leave the course if they begin to display the symptoms of COVID-19.
- As a minimum, we require the following social-distancing measures (2m) to be in place at your premises:
 - Access/Egress arrangements
 - Delegate seating arrangements (one delegate per desk etc)
 - Desks: forward-facing (classroom style)
 - Remove additional chairs and/or tape-off areas where delegates are not permitted to sit
 - Provide pens to delegates. Sharing of equipment is not permitted
 - Hand sanitiser provided in rooms
 - Rooms ideally well ventilated
 - Separate area for breaks, though this may still require additional arrangements to comply with social distancing
- Breaks will need to be agreed with the on-site contact, as different courses and venues will have different considerations, for example may involve staggering breaks.
- If lunch has been provided, this should be individually packaged
- If Turning Point handsets are to be used, these will be allocated to a sole user and wiped clean prior to the start and at the end of each session.
- If, for any reason, an attendee is asked to leave the event, this will be recorded on the attendance list and returned electronically to FTA Training.

Post-event

- The trainer will require up to 20 minutes at the end of the session to complete their paperwork and vacate the room
- The cleaning of the training room will be the responsibility of the customer.