



# ROXBYS

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## Training Solutions



Due to the Coronavirus (COVID-19) we have had to review some changes as to how we operate and interact.

### Roxby Stockton Induction Process

#### COVID 19 Symptoms / Shielding

1. Prior to arrival, should you present any symptoms associated with COVID-19 as outlined by Public Health England, please stay at home and follow government guidelines. Please call the office on 01642 438700 in relation to your absence.  
*No penalty charges will be applied.*
2. Any candidate who arrives at the centre who is thought to be displaying any symptoms will not be granted access.
3. Should any candidate display any symptoms during their time on the course, you will be placed in the designated isolation room if you are unable to leave site and will be required to follow NHS and/or Public Health England guidance. RTS will be in contact with your company and/or booking agent to inform them that you have left site and for what reason.
4. If you live within an area with additional local restrictions, please follow the guidance in place should you fall into the shielding group or live with someone who is shielding.
5. Should you have recently travelled to a location of which requires quarantine measures outlined as per government guidelines, please call the office on 01642 438 700 in relation to re-scheduling your booking.  
*No penalty charges will be applied.*

#### On Arrival

1. The parking policy for site is reverse parking where possible please.
2. Candidates are requested to limit personal possessions brought into the centre. Valuables left in cars, are at your owners' risk.
3. Candidates are requested to remain in their vehicle or on the external markers on the first day of the course, until they are further instructed by a member of Roxby Training Solutions.
4. Prior to be given access to the building, candidates will be asked to apply a face covering and thoroughly sanitise their hands with sanitiser provided. The face covering is to be worn around the facility, unless seated at designated work station.
5. Upon entry, candidates will be asked either thoroughly sanitise or go to designated washroom facilities to thoroughly wash their hands with soap and water.
6. Candidates will be individually greeted by a member of the Roxby team on the first day and seated accordingly.

## **Classroom Set Up**

1. Candidates will be seated 2 metres apart to maintain social distancing. Demarcations will be illustrated on the floor of where the desk position is to remain.
2. Tables, desks and surfaces will be wiped down with anti-bacterial solution prior to each training course and wiped down at the end of each day.
3. RTS personnel will each have their own sanitising products, for regular cleaning of high touch areas.
4. Hand sanitiser will be made available, but this is to be utilised in addition to hand washing.
5. Individual containers will be issued, which will include tea, coffee, milk etc. for hot drink facilities to be made available.
6. Tissues will be made readily available in each classroom. Whereby individuals cough and sneeze, this should be done into a tissue. These should be disposed of immediately in the bins provided. Failing the use of a tissue, the cough / sneeze should be caught into a bent elbow. Hands should be immediately washed after or sanitiser should be applied. Coughing / Sneezing without mouth covering will not be accepted.
7. Posters are displayed throughout the training facility, associated with social distancing and maintaining good personal hygiene.

## **Theory Training Session**

1. At the start of each training course the Roxby Training Solutions Site Induction will be delivered. This will contain key information associated with COVID-19.
2. Prompts will be made via RTS personnel throughout the time in centre, relating to maintaining social distancing, handwashing and other good practices.
3. The room will be well ventilated with air conditioning / windows being utilised where possible.

## **Breaks**

1. Candidates are encouraged to remain within the room that they have been allocated for the training and lunch is to be eaten at their allocated workstation.
2. Breaks will be staggered.
3. Upon exiting and re-entering the classroom, candidates are required to wash or sanitise their hands.
4. For those candidates that require the designated smoking area, social distancing is still to be maintained and smoking breaks will be staggered to avoid congregating.
5. Lunches will be provided for individuals and these will be individually prepared and wrapped by our supplier.

## **Practical Training / Assessments**

1. Candidates will be under the strict supervision of trainer / assessor.
2. All areas will be kept well ventilated.
3. Hand washing or sanitising will be required prior to entering the workshop area and hand sanitising will be required on exiting.
4. All individuals working in this location and touching equipment, will require to wear nitrile gloves.
5. Candidates will be allocated individual toolboxes / tools for the duration of the practical training / assessments.
6. Candidates will be provided safety glasses and gloves for the duration of the practical training / assessments.
7. It is requested that candidates do not bring their own PPE or tools into the facility, other than **clean** safety shoes / boots.
8. Before and after practical sessions whereby shared equipment is used, candidates will be asked to wash or sanitise their hands.
9. Whereby shared equipment is used, this will be wiped with antibacterial solution prior to the next use.
10. Where people cannot be 2m apart, we have done everything practical to manage transmission risk:
  - Candidates will have staggered access and egress
  - Where safe to do so candidates will be asked to wear:-
    - Visors
    - Face masks
    - Gloves
    - Eye protection
  - Barrier measures installed at either side of the assessment bays.
  - Candidates working side by side and front to back.

## **Online Assessments**

1. Online assessments which take place on laptops / desktop computers.
  - a. Candidates are allocated one each
  - b. Items will be cleaned before and after each use
2. The above will also be applicable to any controlled copies of assessment supporting documentation / publications.

## **Fire Alarm**

1. If the fire alarm does sound, please leave the building via the nearest fire exit.
2. Where safe to do so please maintain social distancing.
3. Proceed to the assembly point at the front of the building.

Roxby Training Solutions Limited are compliant to COVID-19 Secure Documents. A copy can be provided on request.

Due to the ever-changing situation associated with COVID-19, this is a live document of which will be updated accordingly in line with new guidance issued from Government and/or Public Health England.