

## **Mainport Training re- opens for business**

The Government are advising that where possible there should be a return to work and Mainport Training aims to support our clients, trainers, candidates and businesses by introducing measures to help promote safe training during the COVID-19 pandemic. The decision has been taken to re- open after a comprehensive COVID-19 risk assessment and safe system of work (SSOW) was carried out.

### **New Safety Measures**

Mainport Training fully support and encourage its staff working from home and the welfare of its staff, customers and suppliers will remain its top priority.

Our Training centres are now subject to a regime of regular antibacterial wipe-downs of desks and door handles, with hand sanitiser dispensers located at the entrance to each building. Tissues and antibacterial wipes are available throughout our centres, with dedicated tissue bins to effectively control any potential of contamination

All candidates, suppliers and visitors attending our training centres will receive a COVID-19 briefing.

Our trainers will check with each candidate on arrival that they do not have or live with, or have been in close contact with anyone who has the following COVID-19 symptoms

A high temperature, this means you feel hot to touch on your chest or back

A continuous cough, this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours.

A loss of, or change to, your sense of smell or taste

If any candidate confirms any of the above-mentioned symptoms, they should not attend the course.

Outlined below is our guidance to help achieve training safely.

### **Government Advice**

Workplaces must avoid crowding and minimise opportunities for the virus to spread by maintaining a social distance of at least 2 metres between individuals.

Trainers and candidates should be reminded to regularly wash their hands for 20 seconds, and catch coughs and sneezes in tissues, which should then be disposed of in a bin.

Objects and surfaces that are touched regularly should be frequently cleaned and disinfected using standard cleaning products.

### **PPE Requirements**

All candidates must have their own PPE to avoid sharing and an increased risk of contamination.

Personal facemasks are available for use, provided trainers and candidates can be clearly heard at a safe distance.

Single use disposable gloves and sanitising wipes are also available.

### **Refreshment Breaks**

Refreshment breaks, including smoking and lunch breaks, will be staggered and must maintain social distancing measures.

### **Practical Training**

Trainer demonstrations and lesson plans will be delivered as per standards and adjusted to ensure social distancing is maintained.

Practical training equipment will be sanitised prior to use and between each candidate using the equipment.

**In-Centre Training**

At present, we are still delivering our training courses. The maximum candidate number of all our courses has been reduced in line with current guidelines, the overall risk is low. All course support material and stationery shall be newly provided, with any excess material, from previous courses, disposed of in a controlled manner.

**On-site Training**

Upon confirmation of the client, Mainport Training will still be available to deliver On-site training courses, where, as far as reasonably possible and in conjunction with the client, the cleaning regime applied in our training centres will be followed in the respective training venue. Again, all training materials shall be newly provided, with any excess material disposed of efficiently.

**Other Notable Reminders**

Always ensure that social distancing (a minimum of 2 metres) is always maintained between candidates and the instructor.

Candidates and trainer should wash their hands frequently using soap for at least 20 seconds. This should be incorporated into every break and after every activity. Hand sanitiser can be used as an alternative

Resist the temptation to touch your face at any time.

**Continual Review**

This statement aims to achieve the right balance in terms of business continuity against the risk to all our staff and candidates during this period of uncertainty. Mainport Training will constantly monitor all associated guidance and will update its processes on a regular basis, ensuring effective control throughout.

Finally we would like to thank all of our customers for your understanding and support during these very difficult times for us all. We hope you and your families keeping safe and well.