



The GTA Coronavirus Policy (COVID-19)

This policy applies to all members of GTA (including staff, learners, volunteers, parents/carer's, and visitor) who access the GTA.

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Introduction

The Doncaster, Rotherham & District Motor Trades GTA Ltd (GTA) is committed to providing a safe and secure environment for the purposes of training and education.

Employers, apprentices, customers and visitors are all important stakeholders in enabling the GTA to provide high quality training and assessment services. We welcome their feedback and co-operation to resolve issues for the benefit of the parties involved. This policy has been developed using the latest Government information and advice. The pandemic is developing on a day by day basis, with this in mind the advice and guidance from the Government is expected to change on a regular basis.

This document is to help employees and any stakeholders understand how to work safely during the COVID-19 pandemic whilst on the GTA premises, keeping as many people as possible 2-metres apart from those they do not live with.

This policy should read in-conjunction with the GTA risk assessment plan appendix 2

In-line with the Governments road map step 4 relaxation measures, the GTA has made further amendments to this policy to reflect the changes in policy and procedure. It is important to remember that the changes are not a removal of all our protection measures in this organisation.

Areas that will remain unchanged –

- high levels of cleaning particularly of high touch areas will remain until notice
- continuing high levels of personal hygiene with staff and enforcing with their apprentices/pre-16/delegates
- keep areas well ventilated where possible
- encourage safe behaviour off-site with apprentices promoting COVID-19 safety with apprentices
- encourage staff and apprentices to take up the offer of both doses of the vaccine, which is now offered to anyone over the age of 18
- outbreak management, stepping up/down control measures as appropriate
- reporting procedures
- If you develop COVID-19 symptoms, self-isolate immediately and get a PCR test, even if your symptoms are mild. You should self-isolate at home while you book the test and wait for the results. You must self-isolate if you test positive.

This version is up to date as of 26 July 2021 in-line with government information.

Policy Purpose

The fundamental purpose of this policy is to help reduce the spread of coronavirus (COVID-19) and to protect the health and wellbeing of the public and employees, whilst providing service/s during the COVID-19 pandemic. Any failure to follow this policy will result in the person/s being asked to **leave** the company premises with immediate effect. The GTA will not tolerate any persons who does not abided by the terms and conditions laid out in this policy.

Scope

The measures outlined in this policy apply to anyone who attends any GTA site including employees, apprentices, and visitors.

Objectives

Objectives of this policy are:

- to meet the COVID Secure requirements as detailed by the Government
- to inform employees, apprentices, and visitors of the measures the GTA is taking to help reduce the spread coronavirus (COVID-19) and what they can do to help
- to outline the responsibility of employees, apprentices and visitors whilst on any of the GTA sites
- to protect the health and wellbeing of employees, apprentices and visitors with new measures whilst on any of the GTA sites
- to provide guidance for development of a company risk assessment and action plan in relation to the delivery of training in an educational setting (Appendix 1)
- to enable the creation of new effective working procedures
- to produce an effective risk assessment plan
- keep everyone updated on actions being taken to reduce risks of exposure to coronavirus (COVID-19) in the workplace
- ensure employees who are in a vulnerable group are to follow the Government social distancing guidance measures
- ensure employees who are in an extremely vulnerable group and should be shielded are supported to stay at home
- make sure managers know how to spot symptoms of coronavirus (COVID-19) and are clear on any relevant processes, for example sickness reporting and sick pay, and procedures in case someone in the workplace is potentially infected and needs to take the appropriate action

What you need to know from the Government

- workplaces should make every effort to comply with the social distancing guidelines set out by the Government
- members of staff who are vulnerable or extremely vulnerable, as well as individuals whom they live with, should be supported as they follow the recommendations set out in the government guidance on [social distancing](#) and [shielding](#) respectively
- staff who are unwell with symptoms of coronavirus (COVID-19) should not travel to, or attend, the workplace.
- staff may be feeling anxious about coming to work and also about the impact on their livelihood. Workplaces should ensure staff are fully briefed and appropriately supported at this time
- any member of staff who develops symptoms of or has a confirmed case of coronavirus (COVID-19) (a new, continuous cough and/or a high temperature) should be sent home and stay at home for 10 days from the onset of symptoms. If the member of staff lives in

a household where someone else is unwell with symptoms of coronavirus (COVID-19) then they must stay at home in line with the Government [stay at home guidance](#)

- staff, apprentices or visitors will be allowed back into the training centre/s after 10 days you do not need to self-isolate if you only have a cough or anosmia as these symptoms can last for several weeks once the infection has gone
- employees, apprentices and visitors should be reminded to wash their hands for 20 seconds more frequently and catch coughs and sneezes in tissues
- frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning products

Good practices for staff, learners and visitors

Objective: to reduce the spread of Coronavirus

The GTA will promote:

- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered and encourage everyone to do so regularly
- provide hand sanitiser and tissues for staff, apprentices and visitors and encourage them to use them
- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools, colleges or training providers
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Protecting people who are at higher risk

Objective: To protect clinically vulnerable and clinically extremely vulnerable individuals.

- Clinically extremely vulnerable individuals (see definition in Appendix 1) have been strongly advised not to work outside the home by the government.
- Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions, see definition in Appendix 1), have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.
- Any persons either staff, apprentices or visitors must make their position known with as much advance notice as possible if they believe that they are classed as vulnerable/extremely to:

Staff: Jon Mace jonmace@doncastergta.co.uk

Apprentices: Richard Appleyard richardappleyard@doncastergta.co.uk

Visitors: Reception

Course bookings: Annette Scott annettescott@doncastergta.co.uk

Social distancing in the workplace – principles

Objective: To maintain social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling between sites.

Social distancing involves reducing day-to-day contact with other people as much as possible, in order to reduce the spread of coronavirus (COVID-19).

The GTA advice on social distancing measures applies to everyone and should be followed wherever possible. Working areas of the GTA need to avoid crowding and minimise opportunities for the virus to spread by maintaining social distancing where possible. This advice applies both to inside the workplace, and to where staff may need to interact with customers. The GTA expects that staff use a common sense approach and manage their own work areas as appropriate. Staff are reminded to wash their hands regularly using soap and water for 20 seconds or more and particularly after blowing their nose, sneezing, or coughing.

Where facilities to wash hands are not available, hand sanitiser should be used. Workers should cover any coughs or sneezes with a tissue, then dispose of the tissue in a bin and immediately wash their hands.

Measures: The GTA will –

- make regular announcements to remind staff and/or customers to follow social distancing advice and wash their hands regularly
- encourage the use of digital and remote transfers of material where possible rather than paper format, such as using e-forms, emails, Zoom & Office 365
- provide additional pop-up hand sanitisers and tissues and encourage staff to use them

Additional measures to direct customers:

- use signage to direct movement into lanes, if feasible, while maintaining a 2metre distance
- regulate entry so that the premises do not become overcrowded
- use additional signage to ask customers not to enter the premises if they have symptoms

See further information on [social distancing and adults who are at increased risk of coronavirus \(COVID-19\)](#).

Learners - Staying at home if you, or someone in your household, has symptoms of coronavirus (COVID-19) on site

Objective: To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 at work as well as those who live in a household with someone who has symptoms.

If anyone becomes unwell with a new, continuous cough or a high temperature in the business or workplace they should be advised to follow the stay at home guidance for households with possible coronavirus (COVID-19) infection. It is the responsibility of every apprentice to inform their tutor of any development of symptoms relating to coronavirus.

If these symptoms develop whilst in the GTA Centre it is likely they will be sent home, they should return home quickly and directly. If they have to use public transport, they should try to keep away from other people and catch coughs and sneezes in a tissue.

The work area will be cleaned down and any waste material (tissues or similar) will be removed, double bagged, moved to a secure location and marked with the time and date of placement. After 72hrs any waste will be disposed of in the company's commercial bins.

If a member of GTA staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or they have spent significant or continuous amount of time within 1 metre of the suspected case/s. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus (COVID-19) infection, again this is in consultation with the Chief Executive, who must be the first line of communication in work related matters.

If any person/s need clinical advice, they should go to NHS 111 online, or call 111 if they don't have internet access. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

Staff – Staying at home if you, or someone in your household, has symptoms of coronavirus (COVID-19) on site

Objective: To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 at work as well as those who live in a household with someone who has symptoms.

If anyone becomes unwell with a new, continuous cough or a high temperature in the business or workplace they should be advised to follow the [stay at home guidance](#) for households with possible coronavirus (COVID-19) infection via consultation with the GTA Chief Executive if an employee of the GTA. It is the responsibility of every employee to inform the Chief Executive development of symptoms relating to coronavirus.

If these symptoms develop whilst in the GTA Centre it is likely they will be sent home, they should return home quickly and directly. If they have to use public transport, they should try to keep away from other people and catch coughs and sneezes in a tissue.

The work area will be cleaned down and any waste material (tissues or similar) will be removed, double bagged, moved to a secure location and marked with the time and date of placement. After 72hrs any waste will be disposed of in the company's commercial bins.

If a member of GTA staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not necessarily need to go home unless they develop symptoms themselves or they have spent significant or continuous amount of time within 1 metre of the suspected case/s. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus (COVID-19) infection, again this is in consultation with the Chief Executive, who must be the first line of communication in work related matters as all events can vary.

If any person/s need clinical advice, they should go to [NHS 111 online](#), or call 111 if they don't have internet access. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

Staff canteens and rest areas

Objective: Where possible, staff should bring their own food and drink, workplace canteens or eating areas may remain open to provide food to staff with appropriate adjustments for social distancing. The following principles will be applied:

- canteen staff who are unwell should not be at work (Raytheon building)
- canteen staff should wash their hands often with soap and water for at least 20 seconds before and after handling food (Raytheon building)
- the sharing of cups and other kitchen utensils are not permitted to be used between staff
- staff are encouraged to bring their own flask and/or drink dispenser wherever possible
- staff can continue to use current welfare options (tea/coffee/water) if there is no alternative and any items used are left in a clean and hygienic manner
- staff should be reminded to wash their hands regularly using soap and water for 20 seconds and before and after eating. If possible, increase the number of hand washing stations available
- a distance of 2m should be maintained between users, wherever possible
- staff can continue to use rest areas if they observe the social distancing measures put in place by the company
- notices promoting hand hygiene and social distancing will be placed visible in these areas
- frequently cleaning and disinfecting of surfaces that are touched regularly, using your standard cleaning products
- Staggering mealtimes and breaktimes to avoid crowding, this will apply in particular to apprentice groups where larger numbers of people could be observed

Classrooms / Training Rooms / workshops

Objective: To maintain 2m social distancing wherever possible and improved hygiene

- staff should be reminded to wash their hands regularly using soap and water for 20 seconds and before and after eating.
- staff promote apprentices or delegates to bring their own food and flask and/or drink dispenser wherever possible

- a distance of 2m should be maintained between staff, apprentices and/or customers, wherever possible, the Sheffield Training Centre may vary between 1m-2m due to the size of the training rooms and staffing levels.
- staff should promote with their apprentices/delegates notices on hand hygiene, social distancing and Test and Trace which will be placed visible around these areas
- frequently cleaning and disinfecting of surfaces that are touched regularly, using standard cleaning products
- Staggering mealtimes and breaktimes to avoid crowding, in conjunction with the Centre manager
- Opening windows and doors frequently to encourage ventilation, where possible.
- Training staff should work together to maximise the workshop efficiency whilst observing the 2m guidance
- Cleaning of training rooms and workshops, cleaning equipment will be made available for each classroom for periodic cleaning of desk surfaces and touch items, teaching staff will be assisted by commercial cleaners in keeping these areas clean.

Working off site (staff)

Where workers are required to enter an employer's premises, they must make sure area looks and feels safe. Staff are expected to complete their own assessment of the area in respect of safety.

At any point the employer's premises fails to meet the required minimum standards or an employee feels unsafe, then the employee should leave the premises immediately and report this to the GTA Chief Executive.

Handling goods, merchandise and other materials, and onsite vehicles

All incoming goods should be quarantined for a 72hr period before opening or be cleaned sufficiently to avoid and spread of the virus. Items if stored for 72hrs should be bagged or boxed with a clear indication of when the time and date items arrived and were store, were possible.

Delivery drivers should be reminded to place items in location indicated by the receptionist or member of staff.

Cars (pool vehicles) work related travel

Objective: To avoid unnecessary work travel and keep people safe when they do need to travel between locations.

- Minimising non-essential travel – staff should consider whether the nature of GTA work will allow for remote options first.
- Minimising the number of people travelling together in any one vehicle

Cleaning shared vehicles between handovers, or after returning the vehicle at the end of a working day. Cleaning equipment will made available for each vehicle.

Use of face masks

Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off. If you do choose to wear a face mask you will need to ensure that the following items are adhered to:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you have touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste. There is very little evidence of widespread benefit from the use of face masks outside of the clinical or care settings, where they play a very important role. To be effective, face masks must be worn correctly, changed frequently, removed properly, disposed of safely and used in combination with good universal hygiene behaviour.

The GTA will encourage but not enforce the use of facemasks unless Government advice changes, but they are available to staff if they choose to exercise this option, and/or visit a company premises where they are a requirement.

Returning to work or the Training Centre after displaying coronavirus symptoms

Staff, apprentices or visitors will be allowed back into the training centre/s after at least 10 days you no longer need to self-isolate, if you only have a cough or anosmia as these symptoms can last for several weeks once the infection has gone. Again, any action will be decided in conjunction with the Chief Executive.

Thinking about risk

Everyone needs to assess and manage the risks of COVID-19. As an employer the GTA, has a legal responsibility to protect workers and others from risk to their health and safety. This means we have thought about the risks in the workplace and we trying to do everything reasonably practicable to minimise the risk, recognising you cannot eliminate the risk of COVID-19.

The GTA made sure that its risk assessment addresses the risks of COVID-19, using this guidance to inform your decisions and control measures. We have implemented sensible measures to control the risks at GTA. The GTA risk assessment helps us decide whether we have done everything practically possible to keep people safe. The GTA risk assessment can be found in appendix 2 of this policy.

How to raise a concern:

Primary GTA contact for any concerns is Jon Mace on 01302 832831, if for some reason Jon Mace is unavailable then Richard Appleyard as deputy, should be contacted.

Additional contact methods:

- Contact HSE online using our working safely enquiry form or
- Contact HSE by phone on 0300 790 6787 (lines are open Monday to Friday 8:30am to 10pm)

Managing risk

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

The GTA and its employees have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. Employers must work with any other employers or contractors sharing the workplace so that everybody's health and safety is protected. In the context of COVID-19 this means working through these steps in order:

- In every workplace, increasing the frequency of handwashing and surface cleaning, everyone is responsible for keeping their work areas clean
- Businesses and workplaces should make every reasonable effort to enable working from home as a first option. Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).
- Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, the member of staff concerned should consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission.

Further mitigating actions include:

- Increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment.

Contact tracing

Will contact tracing be in place at the GTA? What if someone falls ill on site/or becomes ill after having been on site?

Currently, the GTA will endeavour to record anyone who has displayed or is displaying Coronavirus symptoms and who they may have had contact with. Learners who do not 'turn up' for training are contacted and questioned about their absence. Staff report directly to the Chief Executive for any health issues related to COVID-19, this includes their health and the people who they live with or are in a bubble with. The data collected will help the GTA make more informed decisions when taking action to protect people, the Chief Executive will be involved in every decision. This information will be stored for government use and supporting evidence for other areas of this policy.

The government has developed a new national test and trace programme via the NHS. This will bring together an app, expanded web and phone-based contact tracing, and swab testing for those with potential coronavirus symptoms. This programme will play an important role in helping to minimise the spread of coronavirus in the future.

The GTA has the NHS supported QR code on display in the main entrances to all its Training Centres. Staff, delegates, visitors and learners are made aware of Test and Trace at the GTA and are encouraged by staff to download the app and login at the Training Centre using the QR codes on display.

As the Government's road map stage 4 the GTA will continue to display QR location signs.

Covid 19 – lateral flow testing for staff and learners

Up to one in three people who have COVID-19 can spread the virus without knowing. This is because they have no symptoms. To reduce the spread of the virus, we need to identify those individuals where possible. We can do this at the GTA by carrying out tests at home twice every week, 3-4 days apart. We strongly encourage everyone to be involved.

Taking test kits home

You will be able to collect your home test kits from the reception at either of our Training Centres in Doncaster or Sheffield.

You will be given a pack of 7 tests in a box with a separate leaflet on how to take the test and report the results.

Taking the test

You should take the test twice a week every week.

Make sure you have enough time to do the test before attending the GTA. Preferably this would be on the morning before attending the training centre. However, we understand

that for some people this may be challenging. Therefore, tests can be taken the evening before attending the GTA if needed, but no earlier. You need to report test results.

[Help and support is available](#), including instructions in different languages on how to test and report the results and a [video showing you how to take the test](#).

This does not replace symptomatic testing. If you have symptoms, you should self-isolate immediately, book a PCR test and follow national guidelines.

Can I take the test myself?

Students aged 18 and over should do the test themselves and report the result, with help if they need it.

Students aged 12-17 should do the test themselves with adult supervision. The adult may help the learner to take the test if they need support.

You need to report each test result

The result of each test needs to be reported using the NHS Test & Trace self-report website: <https://www.gov.uk/report-covid19-result>.

You will also need to tell the GTA the result of each test on your arrival at reception or by email/phone if positive reception@doncastergta.co.uk or 01302 832831.

As the Government's road map stage 4 the GTA will continue to encourage LFT testing.

Why take part

Taking part in testing is voluntary and you will be able to attend the GTA whether you take part in testing or not.

The GTA would strongly encourage all learners and staff to take part. Testing yourself at home will allow us to reduce the spread of the virus.

Governance and leadership

The GTA will establish a coronavirus governance and leadership group which will meet regularly, to monitor the GTA risk assessment and policy plan and consider any required adjustments and/or circumstances that may have arisen that require an immediate policy response.

Meetings will consist of the senior managers of the company chaired by the Chief Executive, there is a clear line of accountability for decision making, the Chief Executive will make all decisions and hold accountability for this. A record of meetings will be kept.

Government links:

Coronavirus (COVID-19): safeguarding in schools, colleges and other providers

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

Maintaining education and skills training provision: further education providers

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/maintaining-education-and-skills-training-provision-further-education-providers#increasing-attendance-in-fe-colleges-and-other-providers-a-checklist>

What type of tests will be used?

Further information: <https://www.gov.uk/guidance/understanding-lateral-flow-antigen-testing-for-people-without-symptoms>

Appendix 1

Common Area

The term 'common area' refers to areas and amenities which are provided for the common use of more than one person including canteens, reception areas, meeting rooms, areas of worship, toilets, gardens, fire escapes, kitchens, fitness facilities, store rooms, laundry facilities.

Clinically extremely vulnerable. Clinically extremely vulnerable people will have received a letter telling them they are in this group, or will have been told by their GP. Guidance on who is in this group can be found here:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Appendix 2

GTA COVID-19 Risk Assessment Plan 07.05.2020 (UPDATE 12.05.20) (UPDATE 20.05.2020) (UPDATED 21.05.2020) (UPDATED 22.05.2020) (UPDATED 26.05.2020) (UPDATED 05.05.2021) (UPDATED 06.06.2020) (UPDATED 26.07.2021)

Next Review date: August 2021

What are the hazards?	Who might be harmed and how?	What is required to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Coming to work and leaving work	<ul style="list-style-type: none"> • Staff • Apprentices • Pre-16 learners • Visitors • Contractors • Vulnerable groups 	<i>Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics</i> REMOVED 26 JULY 2021		J. Mace	1 June 2020	✓
		Provide additional facilities such to help people walk, run, or cycle to work where possible and requested		J. Mace	1 June 2020	✓
		Limiting passengers in company vehicles, this could include leaving seats empty.		J. Mace	1 June 2020	✓
		More entry/exit points to the workplace.		J. Mace	1 June 2020	✓
		<i>Using markings and introducing one-way flow at entry and exit points.</i> REMOVED 26 JULY 2021		J. Mace	1 June 2020	✓
		Providing handwashing facilities, or hand sanitiser where not possible, at entry/exit points		J. Mace	1 June 2020	✓
		Provision of lateral flow tests made available for all staff and learners	Guidance for tests, letters sent to employers and apprentices	J. Mace	15 April 2021	✓
Moving around buildings and worksites	<ul style="list-style-type: none"> • Staff • Apprentices • Pre-16 learners • Visitors • Contractors • Vulnerable groups 	<i>Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use.</i> REMOVED 26 JULY 2021	<i>Moving photocopier and staff pigeonholes out office central offices into another room (Doncaster)</i>	R. Appleyard	1 June 2020	✓
		Introducing more one-way flow through buildings.		S. Butler	1 June 2020	✓

What are the hazards?	Who might be harmed and how?	What is required to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<i>Regulating use of high traffic areas including corridors, and walkways to maintain social distancing. REMOVED 26 JULY 2021</i>	<i>Any training groups have staggered break and lunch times</i>	<i>S. Butler</i>	<i>1 June 2020</i>	✓
Workplaces and workstations	<ul style="list-style-type: none"> • Staff • Apprentices • Pre-16 learners • Visitors • Contractors • Vulnerable groups 	Review layouts and processes to allow people to work further apart from each other.		J. Mace	25 May 2020	✓
		Using floor tape or paint to mark areas to help workers keep to a 2m distance.		S. Butler	25 May 2020	✓
		Where it is not possible to move workstations further apart, using screens to separate people from each other.		S. Butler	25 May 2020	✓
		<i>No use of 'hot desking' will be allowed REMOVED 26 JULY 2021</i>		<i>All staff</i>	<i>25 May 2020</i>	✓
To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.	<ul style="list-style-type: none"> • Staff • Apprentices • Pre-16 learners • Visitors • Contractors • Vulnerable groups 	Using remote working tools to avoid in-person meetings wherever possible, all teaching and administration staff issued with laptops and Office 365 'Teams'		R. Appleyard	25 May 2020	✓
		<i>Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout. REMOVED 26 JULY 2021</i>		<i>All staff</i>	<i>25 May 2020</i>	✓
		To avoid transmission during meetings, no sharing of pens and other objects will be permitted		All staff	25 May 2020	✓
		<i>Holding meetings outdoors or in well-ventilated rooms whenever possible. REMOVED 26 JULY 2021</i>		<i>All staff</i>	<i>25 May 2020</i>	✓
		<i>For areas where regular meetings take place, using floor signage to help people maintain social distancing. REMOVED 26 JULY 2021</i>		<i>S. Butler</i>	<i>1 June 2020</i>	✓

What are the hazards?	Who might be harmed and how?	What is required to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Common areas	<ul style="list-style-type: none"> • Staff • Apprentices • Pre-16 learners • Visitors • Contractors • Vulnerable groups 	<i>Staggering break times to reduce pressure on break rooms or canteens, to reduce overcrowding at pinch-points</i> REMOVED 26 JULY 2021		R. Appleyard	1 June 2020	✓
		<i>Creating one-way systems throughout the building to reduce pinch-points and overcrowding</i> REMOVED 26 JULY 2021		S. Butler	1 June 2020	✓
		Using safe outside areas for breaks, GTA to provide additional outside seating for apprentices and/staff, weather permitting		R. Appleyard	25 May 2020	✓
		Creating additional space by using other parts of the workplace or building that have been freed up by remote working, if required.		R. Appleyard	25 May 2020	✓
		<i>Protect staff in reception areas enforcing 2m social distancing supported by floor markings</i> REMOVED 26 JULY 2021	<i>Reception staff should remind anyone entering the building other than staff of the social distancing measures in place at the centre</i>	S. Butler	25 May 2020	✓
		Encouraging workers to bring their own food or go home for their dinner if time allows		R. Appleyard	25 May 2020	✓
		<i>Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions, maintaining a distance of 2m or more in eating areas</i> REMOVED 26 JULY 2021		S. Butler	1 June 2020	✓
		<i>Encouraging staff to remain on-site and, when not possible, maintaining social distancing while off-site following guidance in company policy CP4.3</i> REMOVED 26 JULY 2021		R. Appleyard	1 June 2020	✓

What are the hazards?	Who might be harmed and how?	What is required to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		Cleaning equipment will be made available for each classroom for periodic cleaning of desk surfaces and touch items, at least once per day		All Teaching Staff	1 June 2020 Ongoing	✓
Manage contacts	<ul style="list-style-type: none"> • Staff • Apprentices • Pre-16 learners • Visitors • Contractors • Vulnerable groups 	Encouraging visits via remote connection/working where this is an option.		R. Appleyard J. Mace	1 June 2020	✓
		Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.		Admin	1 June 2020	✓
		Limiting the number of visitors at any one time to a maximum of 6 people		R. Appleyard N. Smith	1 June 2020	✓
		Limiting visitor times to a specific time window 9.00am – 4.00pm Monday – Friday		R. Appleyard N. Smith	1 June 2020	✓
		Maintaining a record of all visitors use the one-way system for entering and exiting the building		Reception	25 May 2020	✓
		Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions.	Pen box to dispose of pen after signing-in, ensuring one use only Badge box to return visitor badges	S. Butler	25 May 2020	✓
Providing and explaining available guidance	<ul style="list-style-type: none"> • Staff • Apprentices • Pre-16 learners • Visitors • Contractors • Vulnerable groups 	<i>Providing clear guidance on social distancing and hygiene to people on arrival, signage and visual aids and before arrival</i> REMOVED 26 JULY 2021	<i>Guidance will be sent out with all joining instructions and updates will be communicated using social media</i>	J. Mace	25 May 2020	✓
		Tutors and teaching staff to outline at the start of the session the measures which the GTA has in place to protect them and others (this doesn't need to be repeated with regular groups unless there is a change in policy)	Policy guidance will be sent out with all joining instructions, a brief leaflet will be made available on each	All tutors	25 May 2020	✓

What are the hazards?	Who might be harmed and how?	What is required to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			entry point identifying measures the GTA has in place			
		<i>One-way entry and exit routes for visitors, employees and apprentices to minimise contact with other people.</i> REMOVED 26 JULY 2021		S. Butler	25 May 2020	✓
		Register and Display NHS Test and Trace QR code across all Training Centres	Staff to encourage learners, delegates to download the app and use the QR code	J. Mace	1 October 2020	✓
Before reopening	<ul style="list-style-type: none"> • Staff • Apprentices • Pre-16 learners • Visitors • Contractors • Vulnerable groups 	Frequent cleaning of work areas and equipment between uses, using existing stocked cleaning products.		E. Bukola R. Appleyard	1 June 2020	✓
		Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements, at least once per day		E. Bukola	1 June 2020	✓
		Clearing workspaces and removing waste and belongings from the work area at the end of or beginning of the day		E. Bukola	1 June 2020	✓
		No sharing of high-touch items and equipment, for example, printers or whiteboards, unless they have been sufficient cleaned prior to a handover (photocopier exempt from this)		All	25 May 2020	✓
Hygiene – handwashing, sanitation facilities and toilets	<ul style="list-style-type: none"> • Staff • Apprentices • Pre-16 learners • Visitors • Contractors • Vulnerable groups 	Display signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. (tissues will be made available for all common areas, training rooms and offices)	Providing regular reminders and signage to maintain personal hygiene standards (on going)	S. Butler All	25 May 2020	✓

What are the hazards?	Who might be harmed and how?	What is required to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		Enhancing cleaning for busy areas. Providing more waste facilities and more frequent rubbish collection. Providing hand drying facilities – either paper towels or electrical dryers.		E. Bukola	1 June 2020	✓
		Providing hand sanitiser in multiple locations in addition to washrooms. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible		S. Butler	25 May 2020	✓
Handling goods, merchandise and other materials, and onsite vehicles	<ul style="list-style-type: none"> • Staff • Apprentices • Pre-16 learners • Visitors • Contractors • Vulnerable groups 	<i>Goods and/or letters entering the site should be cleaned or stored for 72 hours before opening, in secure location. The goods should be marked with the time and date they were quarantined. Four boxes will be purchased for mail storage which will be rotated on a day-to-day basis</i> REMOVED 26 JULY 2021		Admin	25 May 2020	On going
		Restricting non-business deliveries, for example, personal deliveries to workers.		All	25 May 2020	✓
		<i>All deliveries will be expected to be placed in the reception area 2m away from the reception desk, the receptionist must make this clear to any delivery drivers</i> REMOVED 26 JULY 2021		Admin	25 May 2020	On going
Cars and company visits	<ul style="list-style-type: none"> • Staff • Apprentices • Pre-16 learners • Visitors • Contractors • Vulnerable groups 	Minimising non-essential travel – consider remote options first.		All	1 June 2020	On going
		Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.		All	1 June 2020	On going
		Cleaning procedures for vehicles, all pool vehicles will be equipped with suitable cleaning equipment for staff to use before and after use		S. Butler	1 June 2020	✓

What are the hazards?	Who might be harmed and how?	What is required to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		Where workers are required to enter an employers premises they must make sure the area meets social distancing guidelines before entering REMOVED 26 JULY 2021		All	25 May 2020	✓
Inbound and outbound goods	<ul style="list-style-type: none"> • Staff • Apprentices • Pre-16 learners • Visitors • Contractors • Vulnerable groups 	Items such as toiletries and cleaning equipment should be ordered where possible in larger quantities, reducing the frequency of orders		Admin	25 May 2020	On going
		Enabling delivery drivers to access welfare facilities when required, consistent with other guidance.		Admin	25 May 2020	On going

