

Guidance | April 2020

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AITT Guidance: Safe MHE Training Methods During COVID-19 Outbreak

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Purpose of this document:

AiTT aim to support training providers, instructors, candidates and business, by introducing measures to help promote safe MHE training during the COVID-19 pandemic.

Background:

Coronavirus (*COVID-19*) is mainly passed on from person-to-person and spreads through droplets produced when an infected person coughs or sneezes. It can also spread through contact with a surface or object that has the virus on it. Cleaning helps minimise the spread of coronavirus.



General rules for MHE training:



Candidates who are unwell with symptoms of coronavirus should **remain at home and self-isolate following government guidelines**. They should not travel etc.



Candidates who are vulnerable to the virus (*or live with individuals who are*) should follow the recommendations on **social distancing** and **shielding** and **they should not attend the course** but should **follow Government guidelines on self-isolating** letting their line manager/supervisor know.



Instructors should check with each candidate that they do not have or live with, or have been in close contact with anyone who has 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 (*if you usually have a cough, it may be worse than usual*). If any candidate confirms any of the above-mentioned points, they should not attend the course and report to their line manager/supervisor.

For essential workers who require training, outlined following is our guidance method statement, created to help achieve training safely.

Activity	Safety Measures	Responsibility	Reference (additional guidance)
 GOV.UK 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.	All	https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19
	Instructors 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.	All	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings
	Objects and surfaces that are touched regularly should be frequently cleaned and disinfected using standard cleaning products.	All	
 Classroom Lessons	A classroom type of room is required for theory training and testing. The size and layout of the room must always allow for social distancing of at least 2 metres between all candidates and the Instructor. If the classroom is not of an adequate size to allow this, then the maximum number of course candidates allowable will need to be reduced to enable this.	Training providers (<i>Dedicated training centres</i>), Employer (<i>On-site training</i>)	
	Classrooms must have a screen/wall to project onto to avoid candidates clustering around the Instructors P.C / laptop and breaching social distancing guidance.	Training providers (<i>Dedicated training centres</i>), Employer (<i>On-site training</i>)	
	Classrooms should be cleaned and sanitised regularly.	Training providers (<i>Dedicated training centres</i>), Employer (<i>On-site training</i>)	
	Pens, documents and all equipment must not be shared.	Instructor, candidates	
	Hand washing facilities must be readily available and accessible for candidates and the Instructor.	Training providers (<i>Dedicated training centres</i>), Employer (<i>On-site training</i>)	

Activity	Safety Measures	Responsibility	Reference (additional guidance)
 PPE Requirements	All candidates must have their own PPE to avoid sharing and an increased risk of contamination.	Employer, instructor, candidates	
	Optional personal facemasks can be worn, provided instructors and candidates can be clearly heard at a safe distance.	Employer, instructor, candidates	
	Single use disposable gloves and sanitising wipes.	Employer, instructor, candidates	
 Practical Training	Instructor demonstrations and lesson plans to be delivered as per AITT standards and adjusted to ensure social distancing is maintained.	Instructor	AITT Instructor handbook
	Reduction on background noise may be required to allow candidates to clearly hear the Instructor to avoid reducing social distancing.	Training providers (<i>Dedicated training centres</i>), Employer (<i>On-site training</i>)	
	Practical training equipment should be sanitised prior to use. If this is not possible then candidates/Instructor must use single use disposable gloves	Training providers (<i>Dedicated training centres</i>), Employer (<i>On-site training</i>)	
	Isolated area, free from other operations with minimal disruptions	Training providers (<i>Dedicated training centres</i>), Employer (<i>On-site training</i>)	

Activity	Safety Measures	Responsibility	Reference (additional guidance)
 Refreshment Breaks	<p>Refreshment breaks, including smoking and lunch breaks, must maintain social distancing measures</p>	<p>Instructor, candidates</p>	
 MHE (Forklift)	<p>Ideally, touch points of the forklift should be wiped clean with an appropriate cleaning product between each candidate or individual using the forklift.</p> <ul style="list-style-type: none"> • Steering Wheel • Levers • Touch sensitive display screens • Grab handles • Seat belts • Dashboards & shared chassis areas • Floor mats • Access covers, e.g. battery change, fuel cap <p>If there are no facilities to clean the forklift between candidates or individual use, then single use disposable gloves should be worn by the candidates and the Instructor.</p>	<p>Instructor, candidates</p>	<p>Always refer to the truck's operator's manual. Information provided by the equipment manufacturer takes precedence over this document.</p>
		<p>Instructor, candidates</p>	<p>BITA and the FLTA have produced a guidance document which provides detailed information:</p> <p>https://fork-truck.org.uk/uploads/files/CQRcBFS03-Safe-Cleaning-Practices-for-MHE-and-Plant.pdf</p>

Activity	Safety Measures	Responsibility	Reference (additional guidance)
 Course Completion	No physical contact during result of testing (<i>no handshakes, group photos etc.</i>)	Instructor, candidates	
	Any paperwork that is to be left for the candidate's employer, is to be in a sealed envelope/folder	Instructor	
	No personal belongings to be left behind (<i>if a multiday course</i>) and personal waste to be disposed of correctly	Instructor, candidates	
 Other Notable Reminders	Always ensure that social distancing (<i>a minimum of 2 metres</i>) is maintained at all times between candidates and the Instructor. If candidates do not respect this then pause the course and raise this with your site contact for rectification.	Training providers (<i>Dedicated training centres</i>), Employer (<i>On-site training</i>)	
	Candidates and Instructor 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	Instructor, candidates	
	Resist the temptation to touch your face at any time.	Instructor, candidates	