



Safe Working Policy for Academy Training Solutions Limited

(Updated 1 Mar 21)

General

This policy is in addition to the existing Health & Safety at Work policy and any authority guidelines. Its primary purpose is to guide the safe return to physical-proximity working following the Covid-19 pandemic. This policy is to be regarded as 'frequently-changing' and should be reviewed and read by all concerned at regular intervals and clearly published and displayed where appropriate. This should be considered alongside the current Workplace Risk Assessment.

Face-to-face training policy

Scheduling

Following government restrictions on physical contact and proximity as a measure to reduce the spread of Coronavirus, **we recommend remote training as a first-choice option for all customers.** We understand that with some types of training and learning-styles this is not effective or efficient and have the following policy in place for face-to-face training.

Bookings

Companies will be informed of remote training options on booking and be encouraged to consider this.

Symptoms

Delegates are requested NOT to attend any face-to-face training if they have any symptoms of infection or if they feel unwell.

Shared items

The use of shared items will be reduced as much as possible (with the regrettable understanding that this is contrary to our Environmental Policy – this Safe Working Policy will have precedence).

Provided notepads, pens, etc should be taken away at the end of training by delegates or discarded if effective cleaning is not possible. Keyboards & mice will be cleaned following each use by a different person.

If delegates are able, they are encouraged to bring their own personal remote keyboard & mouse to connect to laptops in any provided training facility.

Lunches

Breaks will be taken throughout the training, and delegates encouraged to use the time to leave the building, get some fresh-air, and to wash their hands on their return. Communal spaces for lunch may be used where proximity rules can be observed. Disposable cups should be used for single-use for tea, coffee and drinks.

Tissues

Disposable tissues must be provided throughout the area for use by delegates and staff. Their use for operating 'common-touch' items (such as door handles) will be encouraged. They should be disposed of after use and not retained for the future.