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C&G Services (Europe) Ltd.

Company Statement - Post 17th May 2021



We at C&G are totally committed to the safety and wellbeing of everyone under our care during our operations at all locations. We have fully established robust COVID-19 control systems in place that follow best practice and Government guidelines. These systems will protect people and limit the risk of COVID-19 transmission within the scope of our services. All of our procedural systems are under constant review to maintain safety and efficiency.

Despite the latest relaxations announced by the Government we have taken the decision to remain fully operational with all existing COVID-19 controls remaining in place as per this document. The latest Government advice immediately follows this statement.

All planned training courses are going ahead and we currently have capacity for new bookings.

Contact us now on 01453 826781 or info@gettrained.co.uk for any assistance that you may require.

Article from “The Telegraph”

The [Prime Minister has warned that there needs to be a "heavy dose of caution"](#) whilst moving into the next step of the government's lockdown roadmap, with fears growing that a [surge in cases of the Indian variant](#) could delay further freedoms.

Although the government approved the changes in lockdown restrictions on May 10, Boris Johnson said that ["everyone must play their part" in getting vaccinated](#) following concerns that it is those that haven't received a jab that are spreading the variant, which could lead to the [return of local lockdowns](#). *The Telegraph* has exclusively reported that [those in their early-20s could be offered a first dose of the jab](#) in the first weeks of next month, with everyone over 18 having received an invite to be vaccinated by the end of June.

However, with case numbers dropping in India, scientists have said that the [strain may not be as dangerous as first thought](#). England entered Step Three of the government's roadmap on May 17, allowing for pubs and restaurants to reopen indoors, and groups of six people or two households to mix indoors.

Additionally, people can now [hug each other once again](#), the ban on overseas holidays has been lifted for "green list" countries, overnight stays are allowed, face masks are no longer needed in secondary school classrooms, university students have now returned to in-person teaching, and cinemas and theatres have reopened.

Latest Government Guidance (17.05.2021)

Be careful: a new COVID-19 variant is spreading in some parts of England

Given the increased risk of transmitting COVID-19, you should take particular caution when meeting anyone outside your household or support bubble. This will keep you and others safe. In particular, wherever possible, you should try to:

- Meet outside rather than inside where possible
- Try to keep 2 metres apart from people that you don't live with ([unless you have formed a support bubble](#) with them), this includes friends and family you don't live with
- Get tested twice a week for free and isolate if you are positive
- Continue to work from home if you can

- [Get vaccinated](#) when you are offered it, and encourage others to do so as well.

You should get tested for COVID-19, this includes:

- [Arrange to have a PCR test](#) if you have symptoms of COVID-19
- Participating in [surge testing in your local area](#)
- [Get regular rapid tests](#) if you do not have symptoms of coronavirus (COVID-19)
- You should self-isolate immediately if you have [symptoms](#) or a [positive test result for COVID-19](#). There is [financial support if you're off work because of Coronavirus](#).

In addition, you should try to avoid travelling in and out of your local area unless it is essential, for example for work or education.

Keeping yourself and others safe

Restrictions have been eased following the move to step 3. However we must continue to exercise caution. You should follow this guidance on what you can and cannot do. It is underpinned by law.

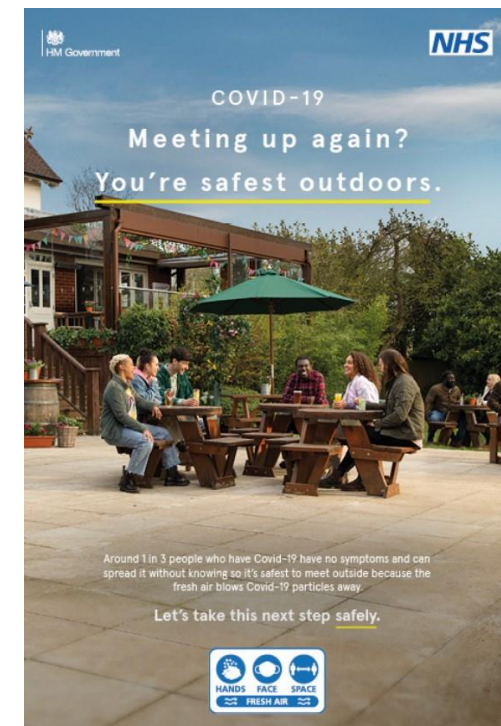
You should also follow the guidance on how to stop the spread of coronavirus at all times, including if you have been vaccinated against COVID-19.

Changes to guidelines and legal restrictions from 17 May

You should continue to work from home if you can. When travelling within the UK, you should aim to do so safely and plan your journey in advance.

You should get a test and follow the stay at home guidance if you have COVID-19 symptoms.

- Gathering limits have been eased. Outdoor gatherings are limited to 30 people and indoor gatherings are limited to 6 people or 2 households (each household can include a support bubble, if eligible).

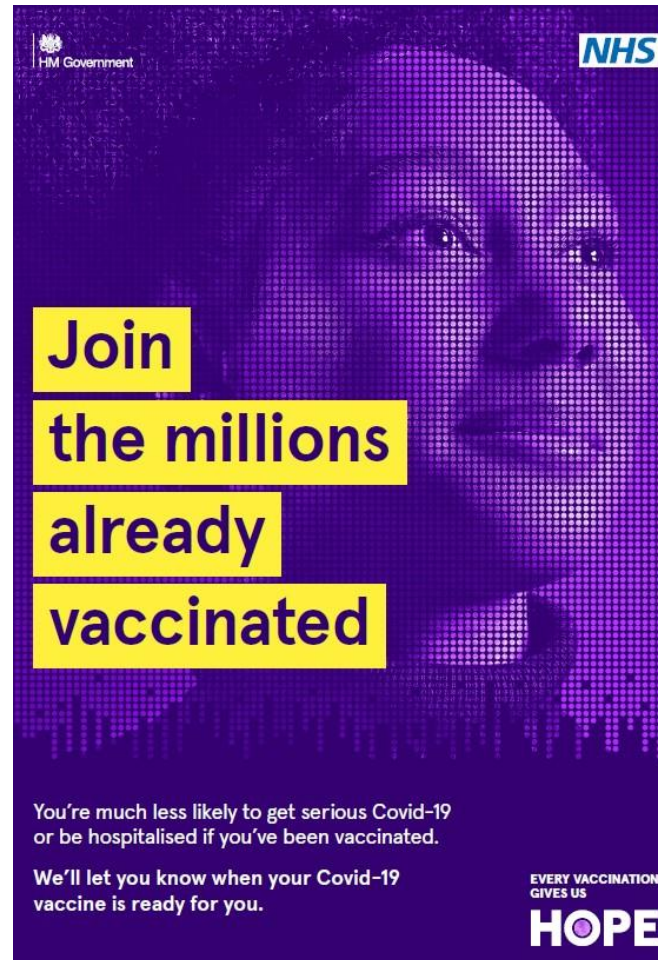


- New guidance on [meeting friends and family](#) emphasises personal responsibility rather than government rules. Instead of instructing you to stay 2m apart from anyone you don't live with, you are encouraged to exercise caution and consider the [guidance on risks associated with COVID-19 and actions you can take](#) to help keep you and your loved ones safe. Remember that the risks of close contact may be greater for some people than others and in some settings and circumstances, [there will be specific guidance that you will need to follow even when you are with friends and family](#).
- Indoor entertainment and attractions such as cinemas, theatres, concert halls, bowling alleys, casinos, amusement arcades, museums and children's indoor play areas are permitted to open with COVID-secure measures in place.
- People can attend indoor and outdoor events, including live performances, sporting events and business events. Attendance at these events is capped according to venue type, and attendees should follow the COVID-secure measures set out by those venues.
- Indoor hospitality venues such as restaurants, pubs, bars and cafes can reopen.
- Organised indoor sport can take place for all. This includes gym classes. It must be organised by a business, charity or public body and the organiser must take reasonable measures to reduce the risk of transmission.
- All holiday accommodation can open, including hotels and B&Bs. This can be used by groups of up to 6 or 2 households (each household can include a support bubble, if eligible).
- Funeral attendance is no longer limited to 30 people, but will be determined by how many people the COVID-secure venue can safely accommodate with social distancing. Limits at weddings, wakes and other commemorative events have been increased to 30 people. Other significant life events, such as bar/bat mitzvahs and christenings, will also be able to take place with 30 people.
- The rules for care home residents visiting out and receiving visitors have changed, allowing up to five named visitors (two at any one time), provided visitors test negative for COVID-19.
- All higher education students are able to access in-person teaching.
- Support groups and parent and child group gathering limits have been increased to 30 people (not including under 5s)
- There is no longer a legal restriction or permitted reason required to travel internationally. A traffic light system for international travel has been introduced, and you must follow the [rules when returning to England depending on whether you return from a red, amber or green list country](#).

Please find more information on the [restrictions and relaxations](#) and [Variant of Concern B.1.617.2](#) on Gov.Uk.

COVID-19: Employer Vaccine Toolkit

As part of the [new national campaign on the COVID-19 vaccine](#), we have developed an employer toolkit to help ensure employers and their staff get access to reliable and accurate information about the COVID-19 vaccine.



CORONAVIRUS (COVID-19) RISK ASSESSMENT & GENERAL INFECTION CONTROL GUIDANCE

Introduction

The guidance covers general controls, social distancing and safety/hygiene requirements which aim to reduce the risk of infection to all personnel involved.

The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs, sneezes, or speaks.

These heavy droplets quickly fall on floors or surfaces. You can be infected by breathing in the virus if you are within one metre of a person who has COVID-19, or by touching a contaminated surface and then touching your eyes, nose or mouth before washing your hands.

It is not certain how long the virus survives on surfaces, but preliminary information on the COVID-19 virus indicate it may persist on differing surfaces from a few hours up to several days.

All organisations need to prepare a risk assessment of COVID-19 to ensure all work is undertaken whilst maintaining social distancing as advised within Government guidance. The risk assessment should be based on the hierarchy of control method to eliminate or reduce risk.

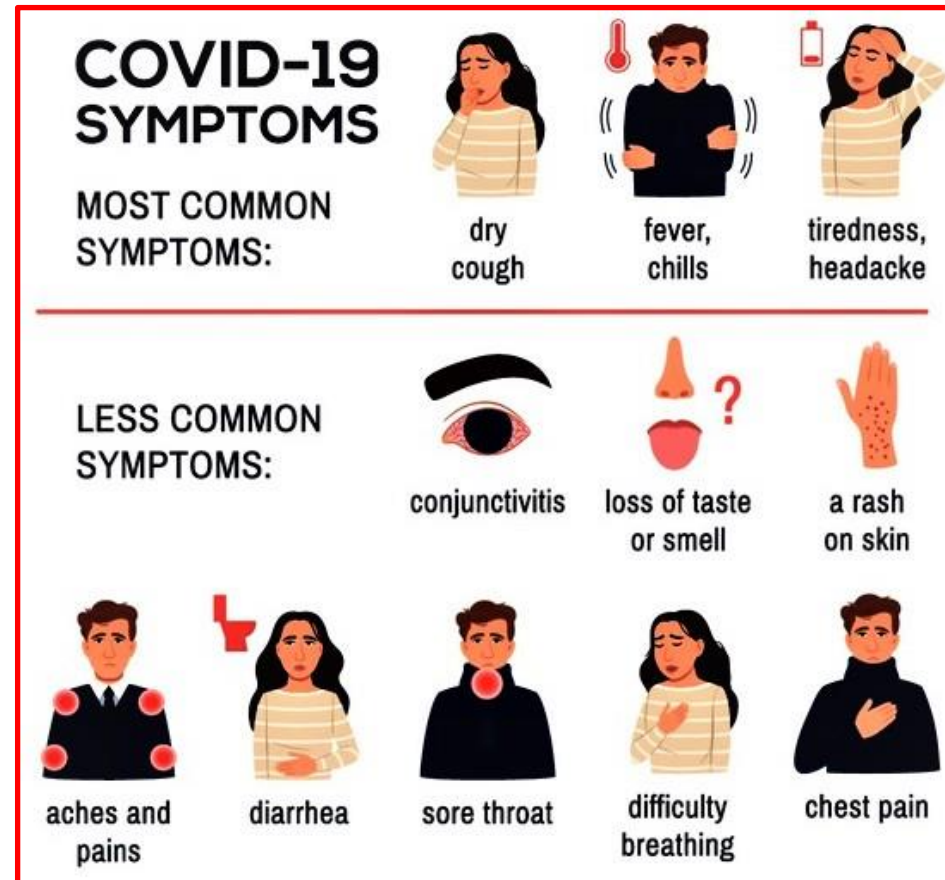
Government advice should always be followed. Additional measures may be identified in the risk assessment. These could include but not be limited to social distancing measures, PPE, sanitisation of work areas, equipment, and machines.

The main symptoms of coronavirus are:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, 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)
- loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms. See infographic on next page for more details.

Note: A fever occurs when the body temperature rises above normal. The normal body temperature is between about 36 and 37°C, but this can vary from person to person and from hour to hour. Most centres define fever as body temperature higher than 38°C. Temperatures between 37.5°C and 38.5°C may indicate a low-grade fever.



By following Government advice, planning, and preparing in advance, and implementing the findings of risk assessments, it is possible to undertake most work activities safely.

At C&G Services (Europe) Ltd, we believe the best way to get business back on track during the Covid-19 crisis is to carry out a suitable and sufficient Risk Assessment of all its people activities and offer guidance and information to keep everyone as safe as possible.

Remember! We never issue PPE without conducting a Risk Assessment as we may be designing in Risk and not Eliminating it.

Staying COVID-19 Secure in

2020
2021

We confirm we have complied with the government's guidance on managing the risk of COVID-19

• FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

CORONAVIRUS (COVID-19) RISK ASSESSMENT FORM BASED ON THE HSE “FIVE STEPS TO RISK ASSESSMENT”

Reference/ Risk Assessment Title: Full Operational Activities COVID-19 Infection Controls Risk Assessment.

Location: All training and administration areas (C&G sites and offsite locations) and influences thereto.

Date: Original 22.05.2020 - Latest 05.01.2021

L= Likelihood

S= Severity

RV= Risk value

RL= Risk Level, see Risk Assessment – Risk Matrix Below



		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Severity	Negligible	1	2	3	4	5
	Minor	2	4	6	8	10
	Moderate	3	6	9	12	15
	Major	4	8	12	16	20
	Extreme	5	10	15	20	25

KEY

	Under sufficient control - monitor
	Controls under constant scrutiny
	Controls insufficient – more action needed

People at risk	Hazards	Existing Controls	RISK			Additional Controls	Residual RISK		
			L	S	RL		L	S	RL
All Staff Candidates Visitors Cleaners Contractors	Spread of Coronavirus (Covid-19) within the workplace GENERAL	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying.</p> <p>Always enforce social distancing (2 metres) in all areas.</p> <p>Remind staff to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Displaying posters and disseminating key information to all by all communication streams.</p>	4	4	16	<p>To help reduce the spread of coronavirus (COVID-19) regularly inform all staff of the Government current public health advice. Posters, leaflets, and other materials are to be available for display.</p> <p>Site entry system prevents entry to premises if health of anyone is in question and person fails temperature check i.e. fever at C&G sites. At customer sites local similar procedures will be adhered to.</p> <p>Provide hand washing facilities with soap and water and suitable means of drying.</p> <p>Provide bins to collect waste and ensure they are frequently emptied.</p> <p>Provide additional hand sanitisers in all operational areas.</p> <p>Ensure regular cleaning and disinfecting is carried out by cleaning staff and staff at workstations and communal areas.</p> <p>Review workplace operations and seek to reduce numbers required at work by continuing homeworking, introducing shifts, stagger start/finishing work times, redesigning work areas, introduce one-way system where feasible.</p> <p>Provide addition PPE/RPE equipment and supply stations. Ensure anyone required to wear RPE has undergone face fitting where appropriate.</p>	2	4	8

All Staff Candidates Visitors Cleaners Contractors	<p>Exposure from others due to: An employee confirmed living with someone with a confirmed case of COVID-19.</p> <p>Aware that the employee has come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>An employee being advised by a public health agency that contact with a diagnosed case has occurred</p>	<p>Company to create clear policy and procedure to deal with preventing exposure to Covid-19 to include current government guidance. Ensure all staff, supervisors & managers are trained on content of policy and procedures and that they are followed.</p> <p>Company to review any existing individual risk assessment (disability, young person, new or expectant mother) to ensure they are not at greater risk.</p> <p>Company to create safe working distancing (maintaining 2 metres between staff).</p> <p>HR to review staff medical declarations to ensure potentially vulnerable staff are identified, and a personal risk assessment is put in place.</p> <p>Company to ensure NHS guidelines for good hygiene are adopted throughout the company.</p> <p>Suitable PPE is to be issued to all staff to provide respiratory, face and hand protection.</p>	4	4	16	<p>Management to ensure internal communication channels and cascading of information is to be carried regularly to reassure and support staff.</p> <p>Management are to ensure that staff members are supported and that their wellbeing and mental health is always a priority consideration. Mental health guidance issued.</p> <p>All staff are to be trained, informed, and instructed on the contents of this risk assessment and any associated processes /procedures and checks that arise from it.</p> <p>Additional considerations if appropriate:</p> <ul style="list-style-type: none"> *Continue with homeworking *Create a one-way system throughout workplace *Erect barriers between workstations *Create shift patterns to reduce workforce attendance *Create a health testing regime *Ensure staff regularly wash hands. *Provide separate bins for worn PPE. *Ensure adequate ventilation and air flow in enclosed spaces, i.e. classrooms, passageways etc. *Increase cleaning regime to ensure common surfaces are cleaned more frequently. *Provide additional suitable surface cleanser so staff can clean as they go. 	2	4	8
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All staff	Suspect Covid-19 case at work	If an employee develops or reports a high temperature or persistent cough while at work, colleagues, supervisors/manager to isolate the employee immediately. Arrange their return to home to isolate. Ensure area is cleaned down with a bleach/anti-bacterial solution.	4	4	16	Ensure employee is advised to follow Government guidelines on home isolation. Management to keep in regular contact with employee and ensure they do not return to work until their isolation has been completed. Management will ensure Occupational Health support is available as required. Increased health monitoring of remaining staff and real-time review of localised area controls.	3	4	12
All staff	Exposure to Covid-19 on public transport	Ensure social distance is maintained. Wear suitable disposable gloves and recommended to wear a face mask.	4	4	16	Management will ensure Occupational Health support is available as required. Ensure staff follow any localised COVID-19 controls in operation by transport operators and local authorities. Ensure staff are kept informed of Transport Operator and Government advice as it is updated.	3	4	12
All staff	General business travel at work or between site locations.	Where possible employees should travel alone. If not possible to travel alone the following should be considered: Share with the person and only have the minimum number in the vehicle.	4	4	16	Create business travel guidance. Ensure parking bays and walkways comply to social distance requirements. Management will ensure Occupational Health support is available as required. Ensure staff are kept informed of Government advice as it is updated.	2	4	8

		Where possible maintain social distancing. Wash hands for 20 secs regularly. Wear appropriate PPE. Clean vehicle regularly paying attention to handles, controls and touched surfaces.							
All Staff Candidates Visitors Cleaners Contractors	General use of toilets, canteens/rest areas, changing facilities, showers, drying rooms	<p>Restrict the number of people using toilet facilities at any one time.</p> <p>Ensure all staff wash or sanitise their hands before and after the use of toilets.</p> <p>In canteens and rest areas numbers should be restricted to ensure social distancing is maintained.</p> <p>Break times to be staggered to reduce numbers in areas.</p>	4	4	16	<p>Increase cleaning regimes for toilets, canteens/rest areas, changing facilities, showers & drying rooms, paying attention to door handles, locks, flushes.</p> <p>Provide additional rubbish bins for waste and regularly empty them.</p> <p>When using canteens, staff food only. Dedicated eating areas should be identified to ensure social distancing can be maintained. Where possible employees should be asked to bring pre-prepared meals and refillable drinking bottles from home.</p> <p>Increase the cleaning regime for canteens and eating areas, particularly before and after each use.</p> <p>If changing areas, showers and drying rooms are required, consider increasing the number and size by providing temporary facilities.</p> <p>Restrict numbers allowed in changing areas, showers and drying rooms at any time.</p>	3	4	12

All Staff Candidates Visitors Cleaners Contractors	Site access and egress points	<p>Stop all non-essential visitors and contractors.</p> <p>Consider staggering start and finish times to reduce congestion and contact time.</p> <p>Ensure social distancing is always maintained .</p> <p>Use signage such as floor markings and remind employees about hand washing.</p> <p>Remove/disable entry systems that require skin contact unless a suitable cleansing program is adopted.</p> <p>Ensure all employees, visitors & contractor wash their hands for 20 secs when entering and leaving.</p> <p>Delivery drivers should be required to wash their hands before handling materials.</p>	4	4	16	<p>Site entry system prevents entry to premises if health is in question and person fails temperature check i.e. fever.</p> <p>Increase common area surfaces cleaning – reception, access control etc.</p> <p>Clear informational signage/posters displayed.</p> <p>Where loading and unloading arrangements allow, drivers should remain in their vehicle.</p> <p>Where possible provide separate entry and exit points for employees and visitors.</p>	2	4	8
All staff	First Aid and Fire	First aid and fire procedures are to be reviewed to ensure that sufficient cover can be maintained.	3	4	12	<p>Additional first aiders and fire marshal will be to be considered to ensure sufficient cover.</p> <p>Additional first aid equipment may be required therefore first aider must ensure sufficient kits are available.</p>	2	4	8

		Managers are to ensure that sufficient fire aiders and fire wardens (if used) are available at all times during operations.				All first aiders are to ensure they are up to date with the current NHS, HSE & Resuscitation Council guidance on providing emergency care under the current pandemic.			
All staff Cleaners	Cleaning of facilities	Enhanced cleaning procedures are to be adopted to ensure that communal areas and touch points remain safe. Cleaning schedule reviewed and increased.	3	4	12	Company to engage with cleaners/cleaning contractors to increase cleaning regime and ensure that additional cleaning of the following areas is carried out more frequently: *Taps and washing facilities *Toilet flush and seats *Door handles and push plates *Handrails on staircases and corridors *Machinery and equipment controls *All areas used for eating *Telephone equipment *Keyboards, photocopiers and other office equipment Rubbish collection and storage points to be increased.	2	4	8

Assessors details:

Signed: 

Print Name: Kevin Parsons – Operations Director

Date Completed: 20.05.2021

Date for next Review: ONGOING



Note to Trainers when training on customer sites

This Risk Assessment and Guidance will still apply in full. However, it must be read and acted upon in conjunction with any specific site controls and instructions. This document is the benchmark and must not be diluted in any way, but any additional controls mandated by the customer on their site must also be adhered to.

We request site specific customer documented controls at time of booking and will review and advise accordingly of any differences in operational measures towards COVID-19 control. For any clarification, please contact the office on 01453 826781 or the site contact.

All details of the training event with any specific Hazard/Risk information for the venue must be noted on the dynamic risk assessment and instructor feedback sheets within the instructor pack.

Measures to ensure a safe environment:

- We control how personnel arrive, enter, and leave the workplace (C&G sites and offsite venues) to check health status and meet social distancing guidelines:

Procedure

You are requested to stay at least 2 metres away from your host whilst they ask you the following questions:

- 1. Your name and reason for visit e.g. course attending?*
- 2. Are you feeling well at the moment?*
- 3. Is everyone within your household well at present?*
- 4. Do you currently have any cold/flu like symptoms e.g., cough, sneezing, sore throat, fever, aching joints etc.?*

You will then have your temperature checked by non-contact means using a calibrated digital thermometer.

If everything checks out satisfactorily you will be inducted on to the premises and directed to your desired location.



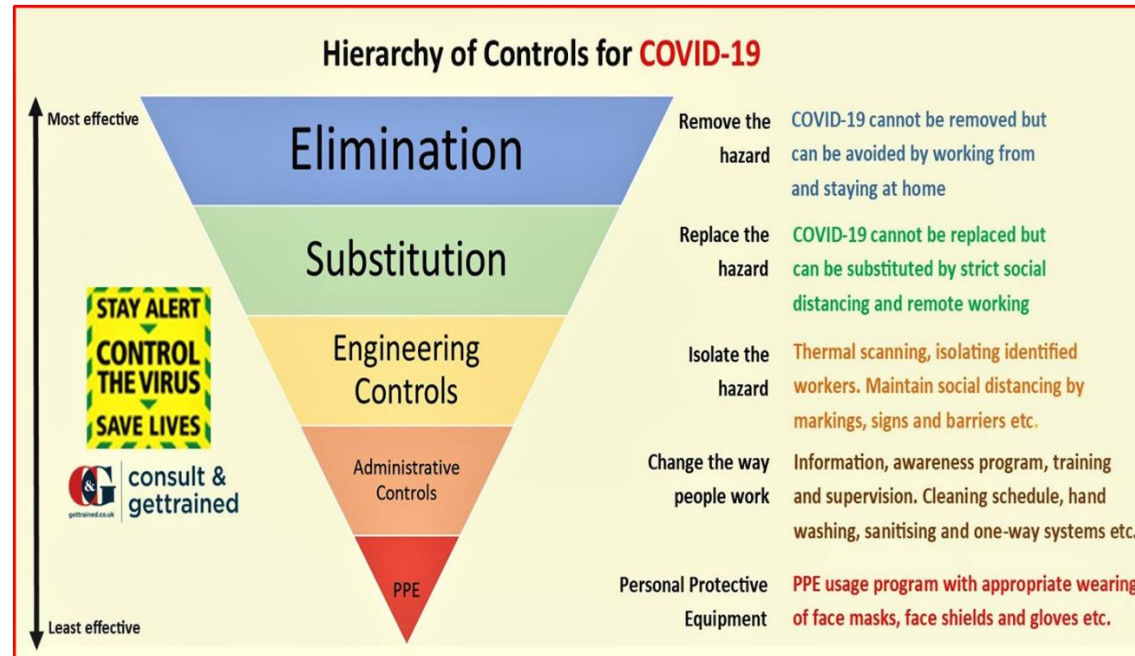
We will stop you entering the premises if:

- You refuse to answer questions or are uncooperative in any manner.*
- You look unwell and have expressed concerns about your current health whilst questioned.*
- You have a fever as registered by the thermometer check.*

You will then be requested to leave C&G's facilities as quickly as you can and follow Government guidelines where applicable. We will alert your employer of the circumstances immediately with all appropriate information.



- We communicate this information to workers, visitors, and candidates in advance of them arriving.
- We follow the recommended two metre social distancing guidelines where possible.
- We coordinate and cooperate with other contractors and workers to prevent congregating.
- We remind personnel (e.g. at daily briefings) of the specific control measures necessary to protect them, their friends, colleagues, families, and the population as a whole.
- First aid procedures and risk assessments have been updated to include additional COVID-19 risks e.g. potentially delayed response from emergency services.
- Where it is not possible to follow the guidelines in relation to an activity, e.g. sharing a work area, we will determine whether that activity is critical for the organisations continuing operation. Small groups/teams + single person tasks are preferable during restrictions.
- If the task is deemed critical, we will take mitigating precautions to reduce the likelihood of transmission.



Practically applying the Hierarchy of Controls

Elimination

Removing the hazard

- Personnel that are unwell or who live with someone that has symptoms of COVID-19 must not travel to or attend the workplace
- Avoid skin to skin and face to face contact
- Daily briefings are important, we will hold briefings outside where possible to discuss updates
- All areas will be well ventilated, and windows open
- We have decreased participants of courses and meetings to only those that are necessary
- All participants should always be at least two metres apart
- We will rearrange tasks to enable them to be done by one person

Substitution

Reducing the hazard by implementing measures to reduce risk

- Where the social distancing measures are difficult to or cannot be applied
 - We minimise the frequency and time workers are within two metres of each other
 - We minimise the number of participants involved in activities
 - Personnel will work side by side, or facing away from each other, rather than face to face
 - We have lowered the personnel capacity of rooms, vehicles and equipment to reduce congestion and contact.
- We regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, shared equipment etc.
- We mandate that any PPE must not be shared but still disinfected regularly after use e.g. harnesses, hard hats etc.
- We will ensure adequate ventilation and increase it where necessary (opening windows etc.) in enclosed spaces.
- Personnel will wash their hands before and after using any equipment and consider the use of disposable gloves where necessary.

Engineering Controls

Ensure proactive separation within the workspace

- We keep groups of people that MUST work within two metres e.g. in a boom platform, together in teams and do not change the workers within those teams. Where a 2-metre social distance cannot be consistently maintained during instruction e.g. instructor and candidate in a MEWP basket, the wearing of a face mask is strongly recommended with instruction time limited to under 15 minutes where possible.
- Teams will be small and separated from other personnel where possible

Administrative Controls

Manage the area of work to avoid unnecessary contact

- Where face to face working is essential to carry out tasks within two metres, we aim to limit this to 15 minutes or less where possible
- We may consider introducing a permit process for these activities to increase control
- We will provide additional supervision to monitor and manage compliance

PPE

Protect personnel by using Personal Protective Equipment (PPE)

- Respiratory Protective Equipment (RPE) must not be shared. RPE designed for re-use should be sanitised before and after use
- We dispose of all single use PPE appropriately immediately after use to prevent reuse
- Where personnel are required to work in high COVID-19 risk environments, additional PPE will be considered specific to the COVID-19 risk

Behaviours

Minimising the risk from the COVID-19 relies upon everyone within the workplace choosing to act and behave responsibly.

- Personnel that are involved in decision making and fully understand why decisions have been made, are far more likely to behave responsibly. It is critical an open and collaborative approach is taken between all
- We encourage open discussion and sharing of concerns in regular briefings reiterating key requirements to keep risks and controls highlighted

Emergency response and first aid

The primary responsibility of any first aid intervention is to preserve life until the emergency services attend. Currently, the response times for emergency services could be longer than usual due to the exceptional demands placed upon them by COVID-19.

- An emergency and rescue plan is required for all high-risk environments e.g. Work at Height. The plan will be updated with relevant information and contain current contact information, and practiced, taking additional precautions where social distancing will be compromised during a rescue operation
- First aid resources must be relevant and agreed in advance to the specific work taking place with potential of a delayed emergency response
- Where possible avoid high risk tasks during this time. When this is not possible, we will provide an internal emergency team capable of rescue and preserving life for an extended period
- Risk assessments and COSHH information will be reviewed and updated when introducing new products to ensure first aid kits are effective

Cleaning

Stringent cleaning procedures are in place throughout the workplace, in all shared areas and touch points. Such as:

- Equipment/vehicle controls
- Entry and exit points of any premises or machines etc.
- Door handles, handrails, and guardrails
- Increased frequency of waste removal during the day and always ensure the site removes all waste at the end of each day
- Update all COSHH registers with any new cleaning product information

Communication to candidates/instructors in advance of any training day

- Instructor and candidates are informed of arrival time and how to enter the site in accordance with site rules
- An instructor or candidate showing symptoms of COVID-19 must not attend *
- An instructor or candidate experiencing symptoms within 14 days of the course must notify the Training Centre to enable contact with all personnel
- Instructor and candidates should, where possible, bring their own PPE (including gloves, eye protection and face mask) These should be sanitary, appropriate and in good condition **

- How the instructor and candidates should enter/exit the training room and transition to the practical area
- Candidates should ideally bring their own food and drink and take breaks in isolation.

Preparation of training facilities

Reduce risk and prepare the training facilities prior to training

- We will deep clean of all facilities, door handles, chairs, desks, stationary with disinfectant effective against COVID-19
- We arrange the training rooms so candidates are not directly facing each other and maintain a 2-metre distance
- Where equipment and materials are provided for training, prepare all individually for the instructor and each candidate ensuring items are sanitised. If possible, items to be left on each candidate desk.
- We apply methods of achieving social distancing during transitions between areas. There must be a minimum of two metres between each candidate and any other person including the instructor.
- Transition between the training room, toilets, refreshment facilities and practical area is planned, marked, and made clear to the instructor and all candidates.
- The instructor may need to take photographs of group and individuals but must be able maintain social distancing rules of two metres apart
- Washing facilities and hand sanitiser (>60% alcohol based) is available for the instructor and all candidates
- Smoking or vaping should only occur in the designated area and a method of maintaining social distancing employed

Practical training & testing

Social distancing must be maintained during transitions between the training room and practical area. This route is planned and communicated to the instructor who will inform the candidate. The following must be provided:

- A practical area large enough to allow the instructor to clearly mark on the floor the positions candidates should stand, allowing the instructor to maximise visibility and understanding while maintaining social distancing.
- Hand sanitiser/disinfectant wipes are available in the machine to allow the candidate to clean machine controls and their hands prior to and following use
- Where a 2-metre social distance cannot be consistently maintained during instruction e.g., instructor and candidate in a MEWP basket, the wearing of a face mask is demanded with instruction time limited to under 15 minutes wherever possible.

End of training

Instructors are informed of how to safely exit the site following site rules.

*COVID-19 Symptoms: Continuous cough or a fever OR self-isolating following Government advice.

**Candidates who refuse to wear additional PPE or follow the additional guidance including social distancing, will not be allowed to continue training.

Mental health and wellbeing (Public Health England) Guidance

Consider how to connect with others: Maintaining relationships with people you trust is important for your mental wellbeing. Think about how you can stay in touch with friends and family via telephone, video calls or social media instead of meeting in person – whether it's people you normally see often or connecting with old friends.

Help and support others: Think about how you could help those around you – it could make a big difference to them and can make you feel better too. Could you message a friend or family member nearby? Are there community groups that you could join to support others locally? Remember it's important to do this in line with guidance on coronavirus (COVID-19) to keep yourself and everyone safe. And try to be accepting of other people's concerns, worries or behaviours.

Talk about your worries: It is quite common to feel worried, scared or helpless about the current situation. Remember that this is a difficult time for everyone and sharing how you are feeling and the things you are doing to cope with family and friends can help them too. If you don't feel able to do that, there are people you can speak to via [NHS recommended helplines](#) or you could find support groups online to connect with.

Look after your physical wellbeing: Your physical health has a big impact on how you are feeling emotionally and mentally. At times like these, it can be easy to fall into unhealthy patterns of behaviour which in turn can make you feel worse. Try to eat healthy, well-balanced meals, drink enough water, exercise inside where possible and outside once a day, and try to avoid smoking, alcohol and drugs.

If you are able to go outside, consider walking or gardening (keeping the recommended 2 metres from others as outlined in the [social distancing guidance](#)). If you are staying at home, you can find free easy [10 minute work outs](#) from Public Health England or other exercise videos to try at home on the [NHS Fitness Studio](#). Sport England also has good tips for keeping active at home.

Look after your sleep: Feeling anxious or worried can make it harder to get a good night's sleep. Good-quality sleep makes a big difference to how you feel mentally and physically, so it's important to get enough.

Try to maintain regular sleeping patterns and keep good sleep hygiene practices – like avoiding screens before bed, cutting back on caffeine and creating a restful environment. The [Every Mind Matters sleep page](#) provides practical advice on how to improve your sleep.

Try to manage difficult feelings: Many people find the news about coronavirus (COVID-19) concerning. However, some people may experience such intense anxiety that it becomes a problem. Try to focus on the things you can control, including where you get information from and actions to make yourself feel better prepared.

It is okay to acknowledge some things that are outside of your control right now but constant repetitive thoughts about the situation which lead you to feel anxious or overwhelmed are not helpful. The [Every Mind Matters page on anxiety](#) and NHS [mental wellbeing audio guides](#) provide further information on how to manage anxiety.

Manage your media and information intake: 24-hour news and constant social media updates can make you more worried. If it is affecting you, try to limit the time you spend watching, reading, or listening to media coverage of the outbreak. It may help to only check the news at set times or limiting to a couple of checks a day.

Get the facts: Gather high-quality information that will help you to accurately determine your own or other people's risk of contracting coronavirus (COVID-19) so that you can take reasonable precautions. Find a credible source you can trust such as [GOV.UK](#), or the [NHS website](#), and fact check information that you get from newsfeeds, social media or from other people.

Think about how possibly inaccurate information could affect others too. Try not to share information without fact-checking against credible sources.

Think about your new daily routine: Life is changing for us all for a while. Whether you are staying at home or social distancing, you are likely to see some disruption to your normal routine.

Think about how you can adapt and create positive new routines – try to engage in useful activities (such as cleaning, cooking or exercise) or meaningful activities (such as reading or calling a friend). You might find it helpful to write a plan for your day or your week.

Do things you enjoy: When you are anxious, lonely or low you may do things that you usually enjoy less often, or not at all. Focusing on your favourite hobby, learning something new or simply taking time to relax indoors should give you some relief from anxious thoughts and feelings and can boost your mood.

If you can't do the things you normally enjoy because you are staying at home, try to think about how you could adapt them, or try something new. There are lots of free tutorials and courses online and people are coming up with innovative online solutions like online pub quizzes and streamed live music concerts.

Set goals: Setting goals and achieving them gives a sense of control and purpose – think about things you want or need to do that you can still do at home. It could be watching a film, reading a book or learning something online.

Keep your mind active: Read, write, play games, do crossword puzzles, sudokus, jigsaws or drawing and painting. Find something that works for you.

Take time to relax and focus on the present: This can help with difficult emotions, worries about the future, and can improve wellbeing. Relaxation techniques can also help some people to deal with feelings of anxiety. For useful resources see [Every Mind Matters](#) and [NHS' mindfulness page](#).

If you can, once a day get outside, or bring nature in: Spending time in green spaces can benefit both your mental and physical wellbeing. If you can't get outside much you can try to still get these positive effects by spending time with the windows open to let in fresh air, arranging space to sit and see a nice view (if possible) and get some natural sunlight, or get out into the garden if you can.

Remember that [social distancing guidelines](#) enable you to go outside to exercise as long as you keep 2 metres apart from others who are not members of your household group.

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If you have any questions or suggestions regarding the information contained in this document, please contact:

Kevin Parsons
Operations Director – C&G Services (Europe) Ltd.

01453 826781 or 07816 453511 kevin.parsons@gettrained.co.uk