

Matthews and Leigh Training Ltd (MLT) remain committed to ensuring the safety and well-being of all staff, delegates, customers and visitors at all times and, as such, follow Government guidelines regarding safety in the workplace during the COVID-19 pandemic.

MLT has carried out a thorough Risk Assessment according to Government guidelines and has implemented new ways of working to protect all parties, whilst also maintaining a relevant and quality training provision. Government guidance is monitored and updated on an ongoing basis.

***For the safety of everyone, please observe the following control measures whilst attending our centre.***

### **Before Visiting**

- Stay at home if you have symptoms of COVID-19. If you have developed a new continuous cough, a high temperature or loss of sense of taste or smell, **please do not attend the training centre.**
- Follow current Government guidance regarding self isolation and testing. Use the link below for advice: <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>
- Follow any advice issued by NHS.

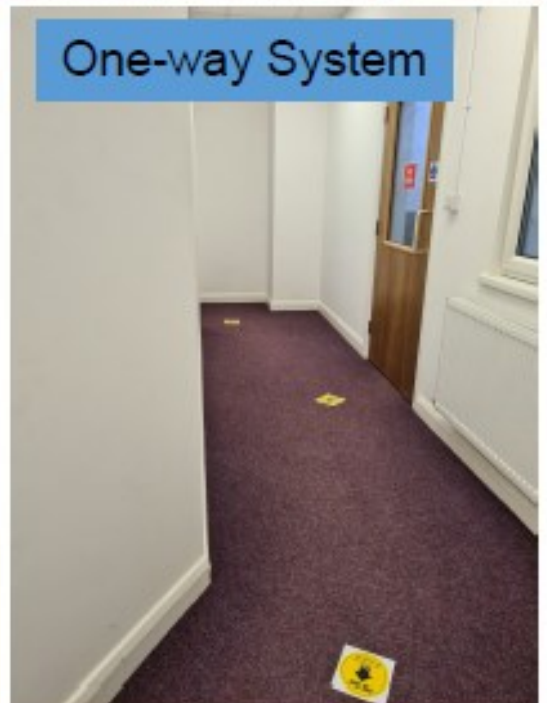
### **At the Training Centre**

- Pre-entry COVID-19 symptom and vulnerability check in place, including no-contact temperature check.
- Contact details required on entry for track and trace.
- Use of face masks encouraged.
- Social distancing encouraged throughout the centre. Markers positioned around the centre to help.
- Notices displayed detailing current Government guidelines.
- Increased cleaning routines and cleaning stations provided around the centre for delegate use, if preferred.
- Anti-bacterial hand wash/wipes, hand sanitiser stations and tissues provided around the centre.
- Parcel drop off and collection zones installed to restrict visitors entering the centre.
- Provisions made for staff to work at home, where necessary.

### **Training Programmes**

- Remote courses available, where possible/preferred.
- Restricted number of delegates attending courses.
- Staggered start times and break times, where necessary.
- Individual workstations for all delegates on classroom based courses.
- Equipment transfer zone in practical training area.
- Delegates are advised to bring their own food/drink and consume individually. A reduced capacity canteen and local amenities are available, if required.
- Welfare facilities operating reduced capacity.

***Please contact us on 01257 792268 if you have any questions or concerns.***



**Staying COVID-19 Secure in 2020**

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

Employer Matthews & Leigh Training Ltd Date 05/06/2020

Who to contact: Sarah Cooper 01257 792268 / 07973 886602  
 or the Health and Safety Executive at [www.hse.gov.uk](https://www.hse.gov.uk) or 0300 300 3000

