

## COVID-19 Secure – Measures and Controls

**PETANS have taken a number of steps and preventative control measures to mitigate the risk caused by the Coronavirus COVID-19 Pandemic. We have followed the 5 stage COVID-19 Secure Plan of Safer Working Together as laid out by the HSE:**

- 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**

**We have reviewed our processes and procedures to ensure that we have considered and implemented practical and achievable controls to support keeping staff, delegates and visitors to Petans safe. Please see Appendix A Customer Statement, this document is sent with the Joining Instructions to all delegates attending Petans.**

### **Outline Plan to Maintaining Petans as COVID-19 Secure**

- Our management team, including HSEQ have developed a clear strategy, plan, risk assessment and procedural policy which has been briefed to staff. This is continually reviewed by the management team for effectiveness and to highlight any areas of improvement. Our Risk Assessment has been submitted to the HSE.
- We monitor appropriate UK Government updates on a daily basis and subscribe to the HSE and British Safety Council to ensure we receive regular guidance on best practice
- Staff do not currently travel outside of the UK on business and only pre-authorised essential UK travel is permitted.
- No staff members are currently using public transport. Delegates are asked to avoid public transport to travel to Petans.
- Unless it is for essential maintenance of equipment visitors to site are not accepted.
- We have introduced non-contact procedures for the acceptance of deliveries including post.
- We have where possible removed touch points and entrances and exits to site are now touch free.
- Additional cleaning tasks are being undertaken, taking particular care of touch points, handles, vending machines etc.
- All delegates are made aware of the additional signage on site. Signage is to remind everyone of the need to increase hand washing/sanitising on site, social distancing measures and of the symptoms of COVID-19. Track and Trace signage is also displayed.

### **Booking and Arrival**

- Prior to attending Petans delegates receive a Customer Statement summarising the steps Petans are taking to enable training to take place in a COVID-19 Secure environment.
- On booking in delegates are reminded that they will be asked to confirm that they understand that they are required to comply with Petans control measures and that they and any members of their household are free from COVID-19 symptoms, and have had no contact with a confirmed COVID-19 case in past 14 days. Delegates attending Petans for more than one day are asked to declare that their health is unchanged prior to joining their course.
- On arrival delegates are met by a member of staff to support a staggered booking in process, the pathways have 2 meter markings and there is signage to remind delegates to social distance.
- Delegates who have not read the Customer Statement (Appendix A) will be asked to read it. The courses cannot be delivered whilst maintaining social distancing, Petans want to ensure that delegates and their companies are aware of this and are happy to train on that basis. Where a delegate is not happy to train we will politely ask them to return to their vehicle and contact their employer.
- Delegates are not permitted to leave site at any time during the course, if a delegate leaves site they will not be permitted to return and their course fee will be forfeited.
- Please arrive on time we will not be able to accept late arrivals for any reason.
- Delegates will be issued with additional COVID-19 specific joining instructions outlining additional controls and requirements prior to attending training

### **Physical changes we have made to Site**

- We have installed protection screens in our main reception areas and doors are hooked back where possible to remove touch points.
- The restaurant is producing delegate lunches and a take-away lunch is provided, the lunch is provided to delegates in paper-bags. Delegates are welcome to use any of the open spaces at Petans and we can seat delegates in our heated marquee (approx.. 30 socially distanced seats), in our canteen (20 socially distanced seats) or they can return to their car to eat.
- One-way systems have been introduced in the initial meeting areas.
- We have installed static and mobile hand sanitising stations throughout the site, and have recruited additional staff to help support the extra hygiene and control measures introduced.
- Courses are often of a physical nature, bottled water and vending machines remain on site for delegates to use. Users are requested to wipe down surfaces before and after use, suitable materials are made available to action this.

- Depending on size, toilets and shower facilities either have restricted entry 1 in 1 out or if they are larger they have urinals blocked for use and again social distance reminders.
- All areas; classrooms, offices, toilet, changing room, canteen and communal area occupancy levels have been reviewed to ensure social distancing (in most cases class sizes have been reduced). Petans are extremely lucky to have large open spaces on site and everyone is encouraged to use these.

### **Whilst On Site**

- As standard practice delegates attending training at PETANS are required to complete a medical self-declaration.
- Where possible break times are staggered and delegates are asked not to congregate in tea bars.
- Where possible, and at all times ensuring compliance with awarding body standards, changes have been made to training programmes to support social distancing.
- As per the HSE guidance for non-healthcare businesses, PPE should not be being used unless it is normal practice to do so - <https://www.hse.gov.uk/news/using-ppe-at-work-coronavirus.htm#non-healthcare-business>
- Delegates can wear masks in theory sessions if they wish to, please see the Customer Statement (Appendix A) for more details. This also applies to Virustatic snoods been issued by the delegates employing company.
- As part of standard practice and in line with awarding body requirements equipment undergoes a rigorous and documented issuing and cleaning programme. Training equipment not covered by the awarding bodies cleaning requirements such as harnesses are being disinfected and cleaned following the HSE guidance.

## Appendix 1 – Customer Statement

Dear Customer - The Health and Safety of our staff and customers remains our priority at this challenging time and we are reviewing all aspects of our business to mitigate the risks posed by the current Coronavirus Pandemic in the UK. We also recognise the importance of the safety and emergency response training that we deliver to those working in the energy sector and remain committed to ensuring that our delegates receive training vital to their job roles.

We believe that it is important that anyone attending a course at Petans understands how their training will be approached and delivered. We also ask that anyone attending a course takes responsibility to comply with the measures that we put in place to limit any risk to staff and other delegates. Our intention is to be honest so that you can make the right decision for you regarding your training requirements.

**To meet the standards of the various awarding bodies social distancing and/or the use of barriers throughout all elements of a course is not possible. We ask that this is taken into full consideration prior to the booking and attendance of any of our training courses.**

Using advice from government sources we will be using temporary working practices and risk assessments with the aim of mitigating the risk of passing on infection. Using a combination of signage, processes and procedures we will ensure that there are increased opportunities for hand sanitising, measures in place to observe social distancing where possible and facilities put in place to ensure increased hygiene measures are met. Delegates are asked to support and comply with these measures to make them as effective as possible.

We will continue to ask non-essential visitors not to attend Petans.

**We will also be asking delegates not to attend our site should they, or anyone in their household have either the symptoms of COVID-19 or if they or anyone in their household has been in contact with anyone with confirmed COVID-19, or if under the Government Advice for those travelling into the UK from abroad, or within the UK, they should be self-isolating. Upon arrival delegates will be asked to confirm this.**

We are also asking that prior to making a booking delegates ensure that they have considered any need for medical certification and accommodation. We would also ask that any delegate attending Petans avoid using public transport to get to us.

Whilst on site at Petans delegates are required to wear masks/face coverings in the following settings:

- Reception and whilst awaiting course pick-up (canteen and marquee)
- Teabars
- Whilst waiting for refreshments or being seated for lunch (canteen and marquee)
- Where 2 metre social distancing is not possible and it is practicable to do so e.g. changing areas, toilet blocks, first aid practicals.

Delegates are also welcome to wear masks, during classroom theory sessions only, should they choose to do so.

We hope this statement provides clarity of the precautions that we will be taking during this difficult time. We thank you in advance for your support in helping to keep us all safe. **Thank you Petans Management Team**