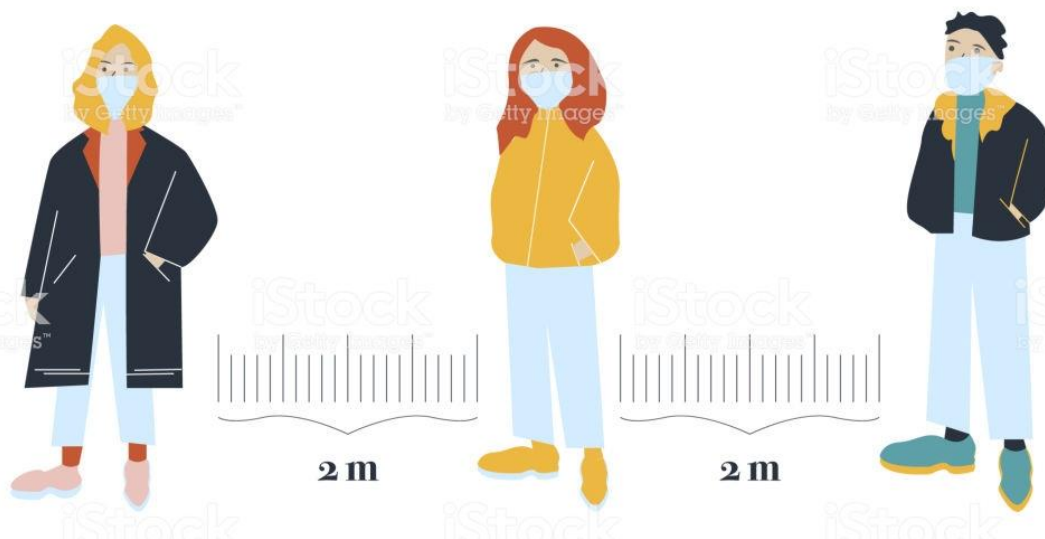


LSTA COVID-19 Secure Re-opening Training Guide

KEEP SOCIAL DISTANCE

USE MASK



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INTRODUCTION

The LSTA has made plans to be “COVID-SECURE”, the new term to make sure workplaces are compliant with Social Distance guidelines. We have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures to make sure everyone’s health and safety is protected at our Training Centre. When you arrive at East Peckham Training Centre, you will find all Risk assessment, policies and guidance in the reception area that confirms we are complying with guidance on managing the risk of COVID-19.

There are five steps completed for 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 product procedures in line with government 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

This booklet will take you through the measures we have taken and what is now in place and what staff and learners need to do in our Centre going forward.

Thank you.

MANAGING RISKS AT THE LSTA

IF YOU HAVE COVID-19 SYMPTOMS, STAY AT HOME, ISOLATE YOURSELF FROM OTHERS. TO PROTECT OTHERS, DO NOT LEAVE YOUR HOME.

IF YOU'RE A VISITOR AT LSTA:

We will be asking all visitors to comply with signage, 2m social distancing rule and good hygiene at our Centre. Wash hands thoroughly before coming into the Centre and we will be providing hand sanitiser on the premises to help reduce spread.



SYMPTOMS:

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 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 OF SMELL & TASTE This means you've noticed you cannot smell or taste anything, or it's different.



WHAT YOU SHOULD DO:

To protect others, stay at home.

Use the 111 online coronavirus service to find out what to do.

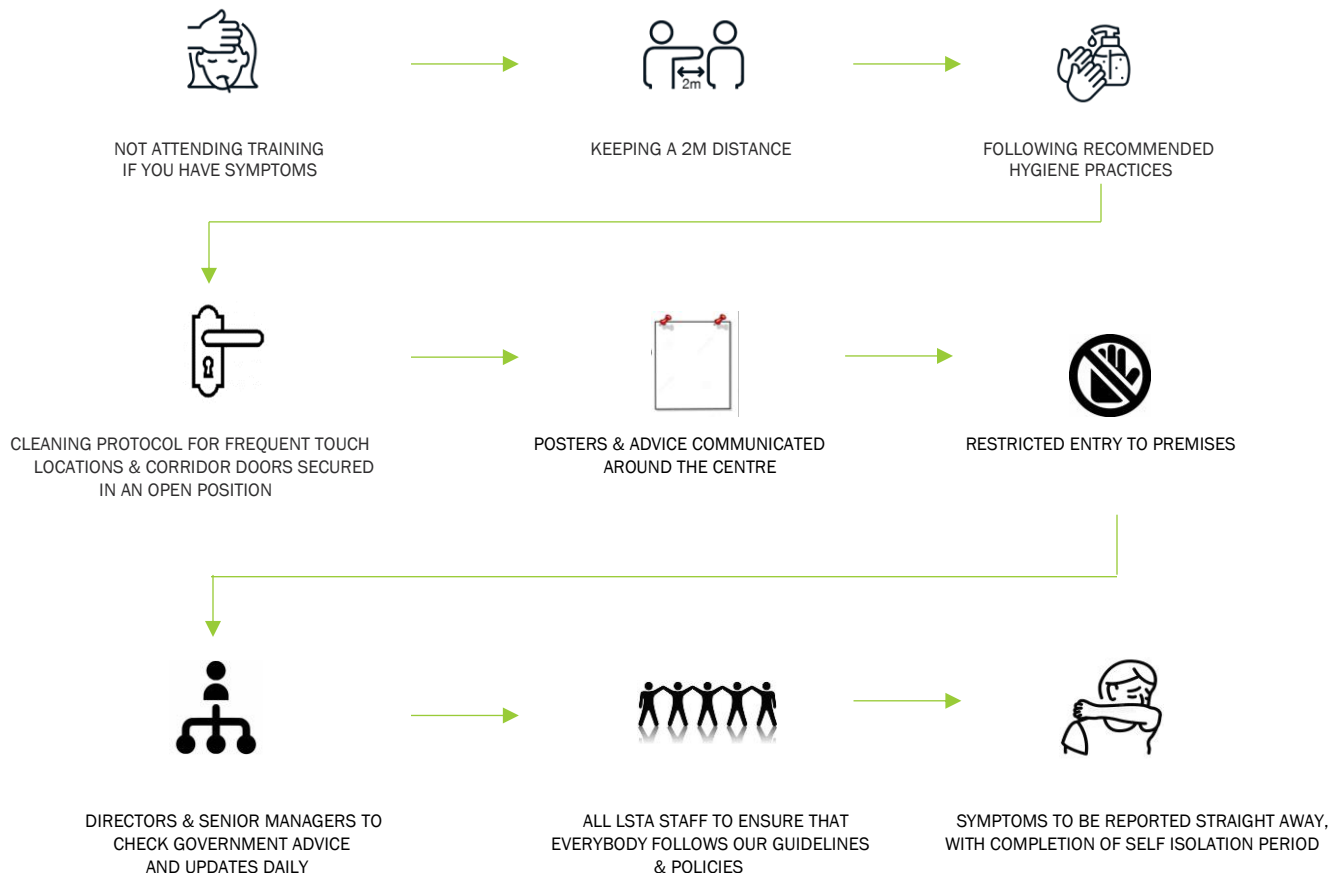
If you have any symptoms, stay at home for 14 days to recover.

If you start to get symptoms while at the LSTA, tell a member of staff and go home to complete a self-isolation period.

OBJECTIVE: TO REDUCE RISK TO THE LOWEST REASONABLY PRACTICABLE LEVEL BY TAKING PREVENTATIVE MEASURES, IN ORDER OF PRIORITY.

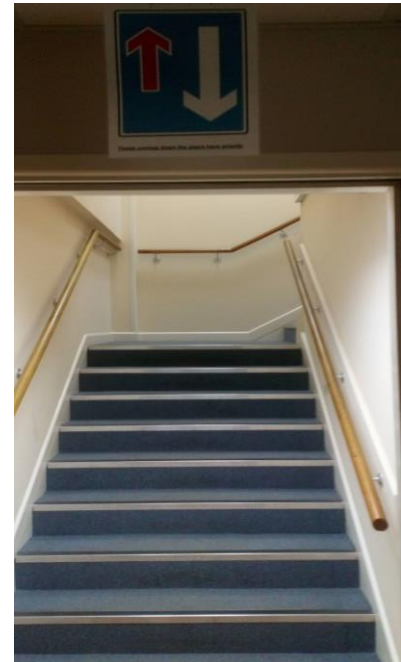
To keep you safe, please help us by

We have been managing the risk at the LSTA, creating pandemic risk assessments and abiding by government guidance with the following items in place:



SOCIAL DISTANCING

We have worked on social distancing around our Centre. Social distancing applies to all parts of the business, not just the place where people spend most of their time, but also entrances and exits, break rooms, canteens etc. We have taken this all into account and have made the necessary changes to corridors, rooms, offices and walkways. Visitors and learners will be briefed on LSTA Social Distance on arrival.



Corridors, walkways and stairs have signs for One-Way or Give Way or Priority flow. Signage around the building to make people aware of no unauthorised person beyond points and temporary traffic signage. Floor tape is installed throughout the LSTA to enable social distancing and safe working around the building so you can see where to walk. If the fire alarm sounds, use the nearest fire exit, with social distancing enforced at the muster point (LSTA car park).

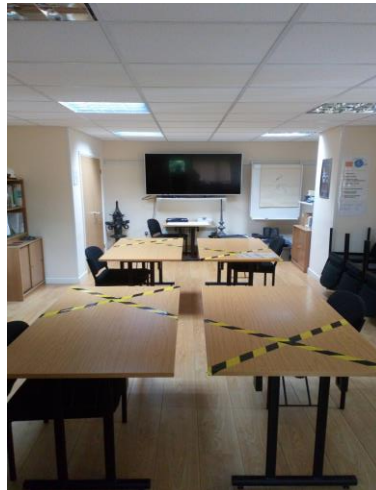


BREAK/TRAINING/MEETING ROOMS



All rooms excluding toilets have been assessed for Social Distance and have maximum capacity signage on the door. Desks and tables are set out to comply with the Social Distance of 2 meters, with side to side working in place rather than face-to-face.

Excess seating in rooms above the Social Distance maximum has been stacked and taped as do not use. All rooms have tape on the desks to limit desk usage and maintain social distancing. There are non-taped areas to sit in the 'safe zone' and a cross where you cannot sit due to COVID-19 restrictions. Additionally, you will see Black & Yellow tape around 'frequently used' areas, like reception and the water heater for making coffee in the canteen and marked area in the classrooms to show where Trainers should be to comply with distancing.



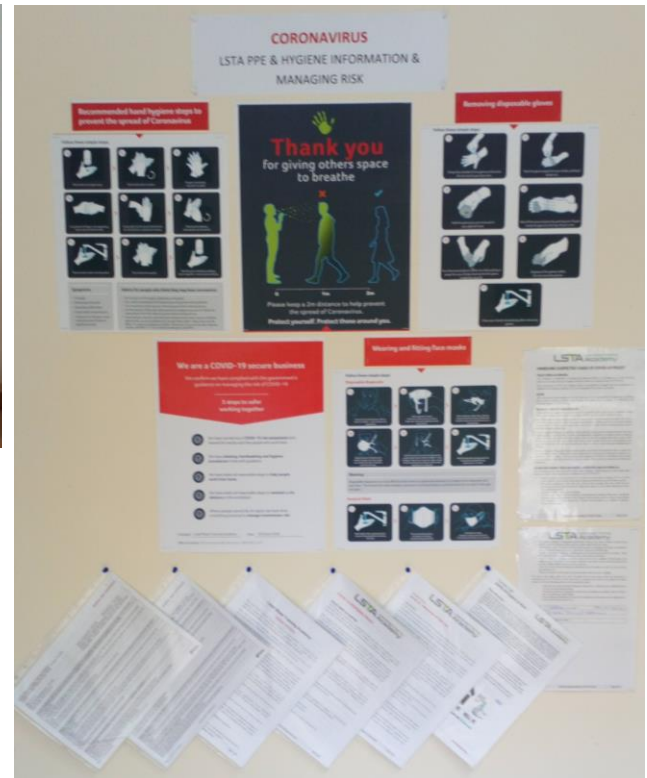
ENTRY TO BUILDING

When arriving at Leadsheet Training Academy you will see the car park, we advise you to park, leaving a space in between cars. If this can't be executed, we encourage you to wait until the occupant has exited their vehicle before exiting your own.



We will be staggering arrival and departure times at the LSTA to reduce crowding into and out of the building. The main doors may be locked to make sure we limit the people accessing the building, so you will see signage explaining to ring the bell. To reduce congestion – more entry points to the LSTA will be open and students will be accessing the Workshop from another point. Once entering the building, you will see signage introducing one-way flows at entry and exit points.

All COVID-19 information advice and guidance which includes Risk assessments, hygiene posters and policies can be found in the main reception.



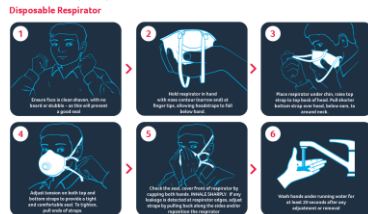
CLEANING/HYGIENE



There are multiple hand sanitiser stations around our Centre; as well as in the restrooms, reception area, LSTA workshop, offices and classrooms and in the canteen room for use when touching the microwave or hot water dispenser. The workshop itself will have multiple hand sanitiser stations with signage promoting regular use and to build awareness of proper washing techniques. Frequently used doors will be propped open to allow no-touch access. LSTA staff/Students will not be sharing items such as tools, pens, computer mice or keyboards. Visitors will **NOT BE** signing the sign-in book themselves; you will now have to ring the bell to notify reception and they will sign you in using their own pen. Telephone handsets are not to be used. There will be bacterial wipes/sprays in classrooms and offices to wipe down desks and whole building ventilation.



Follow these simple steps:



Warning
Disposable respirators are only effective when there is a good seal between the edges of the respirator and your face. The instant this seal is broken, protection is compromised as contaminated air can leak in through any gaps.

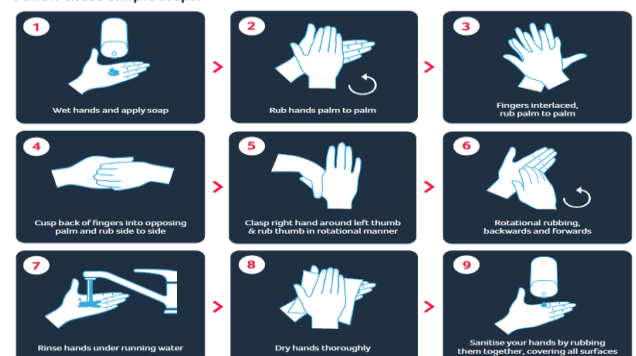
Surgical Mask



Follow these simple steps:



Follow these simple steps:



Symptoms

- A cough
- Shortness of breath
- Breathing difficulties
- Fever (high temperature)

Advice for people who think they may have coronavirus

1. Do not go to a GP surgery, pharmacy or hospital.
2. Contact NHS 111 (UK) 112 (ROI).
3. You may be asked to self-isolate.
4. Your details may be passed to local health protection teams.
5. You may then be tested for the virus.
6. A doctor or nurse will give you advice on what to do next.

RESTARTING TRAINING



Training will resume at the LSTA Training Centre in accordance with the COVID Secure requirements as laid out in this booklet. However, we do want to stress that we are relying on your help in following the COVID guidelines to ensure the safety of yourselves and our staff.

Students will have one-way entry through the main reception door to the LSTA on day one of the course. On the remaining days students will be met in the car park by a member of staff where their temperatures will be taken and gain access to the workshop through the main shutter doors, this will also be the exit. Students will have to wait outside for the Trainer to collect them. On the first day returning to training each student will be assigned a specific seat for the remainder of the course. Please check each Training Room door to see the maximum number of students plus Trainer allowed into the classrooms.

Lots of visual signage will be on display to show which way to go, reminders to wash hands and to be tidy. There will be staggered start and end times, as well as staggered breaks and lunches. The break room will be the only area students can be in at breaks and lunch, with a maximum of 4 being allowed in at any one time, they will need to use the hand sanitiser before and after sessions so the room can be used again throughout the day. All PPE will be provided, and tools will be allocated to everyone for the duration of the course which must be cleaned daily after use. Tools that will have to be shared will have to be cleaned between uses and so LSTA staff have put antibacterial wipes nearby to do this.

Hand sanitiser stations are set up within the workshop and around the LSTA. Masks **MUST** always be worn when in the workshop and screens have been made available at the reception and office desks. Students will receive information in advance of the measures in place and the rules they will have to follow.

LSTA Course Booking & Finance

For Course bookings and finance please call/email:

Sharon Phipps info@leadsheet.co.uk

Mon - Fri 9:00 AM - 4:30 PM

Unit 10 Archers Park, Branbridges

Road, East Peckham,

Tonbridge,

Kent,

TN12 5HP

Tel: 01622 872432

STAY SAFE

COVID-19 (the disease caused by the novel coronavirus) *What you can do*



Avoid close contact with people who are sick



Avoid touching your eyes, nose, and mouth



Stay home when you are sick



Cover your cough or sneeze with a tissue



Clean and disinfect frequently touched objects



Wash your hands often with soap and water for at least 20 seconds