



## Post-coronavirus start-up guidance: Back to work training

As you prepare to return to your premises following the enforced Covid-19 partial or full shutdown, it is important to carefully plan and manage the reinstatement of your training plans. Most training will have been affected during the lockdown period but as this is eased it is important that training is not ignored, especially legally-required training.

These activities can be continued if you ensure the guidelines below are adhered to.

The objective is to return your training plan and schedules to as near to normal as possible, using the variety of options available to you, mainly remote technology, and focus on the following four points:

- Ensuring remote workers are included and engaged, both now and beyond Covid-19
- Planning for the return to work – helping people to cope, adjust and refocus
- Establishing new norms and navigating the inevitable change
- Developing the next phase of training interaction – what will it look and feel like and how will it work?

These guidelines provide general advice and considerations that should be considered with your own business' needs in mind, and are not intended to be a comprehensive list of options that may be available to you. Each business will need to establish specific needs to develop your own reinstatement plan.

**These guidelines do not override any existing policy conditions.**

**The fact that a business is deemed essential, or is permitted to operate, does not mean its legal obligations are in any way relaxed or reduced. Indeed, in the present climate the duties owed to employees and others are enhanced. All activities must only be undertaken in line with the current guidance issued by HM Government.**

All applicable health & safety legislation and regulations remain fully in force, including but not limited to:

- Health & Safety at Work Act 1974.
- Management of Health & Safety at Work Regulations 1999.
- The Vehicle Drivers (Certificates of Professional Competence) Regulations 2007.
- Provision & Use of Work Equipment Regulations 1998.
- Fire Safety Regulatory Reform Order 2005.
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).
- Pressure Equipment (Testing) Regulations 2016.
- Pressure Systems Safety Regulations 2000.
- Electricity at Work Regulations 1989.
- Electrical Equipment (Safety) Regulations 2016.
- Dangerous Substances and Explosive Atmosphere Regulations 2002.



# Coronavirus Response

## Consultation

Employers should consult with employees and trade unions about the return to the workplace. In the meantime staff should continue to work from home if they can.

Employers should keep up to date with the latest government guidance to help them plan ahead.

When planning to return to the workplace, employers must:

- Consult with staff and employee representatives, including any trade union representatives and health and safety officials.
- Consider the risks of anyone being harmed in the workplace and carry out a suitable and sufficient risk assessment.
- Make the workplace as safe as possible for staff, customers and other visitors.

Some employees may be anxious about their safety when returning to the workplace. Employers and employees should talk about any concerns and try to resolve them together. It can also help to signpost staff to any health and wellbeing support that is available, for example occupational health or mental health services.

## Document the following:

- **Assess:** review all areas of work activity, look for contact points between employees and others, possibly any members of the public or delivery drivers and consider / re-assess if these can be managed within the current social distancing guidelines. Update your risk assessments to reflect any changes.
- **Train and inform:** communicate with your employees and tenants about what the new changes may mean, ensuring that they fully understand and above all document and record all training and information going forward.
- **Clean:** review welfare arrangements and facilities provided – can social distancing be achieved in washrooms and canteen facilities? You may need to stagger the use of these facilities and supervise or control access and egress.
- All actions, systems and procedures must be documented – you may be required to produce evidence of compliance to a regulator.





# Coronavirus Response

## Training Delivery

### Remote

The business may need to initially prioritise statutory and 'mandatory' compliance training. For statutory training, the participants and instructor must always be visible to each other.

- The participant takes part by means of a tablet, laptop or PC with camera and microphone.
- The course replicates as closely as possible the same content as would be delivered in a classroom.
- The course provider needs to be able to identify all participants.
- The instructor needs to be able to interact with participants, display material and discuss it simultaneously.
- Some element of assessment should be included during the training to check participants have actively engaged in the course.

### Face-to-face

- Group size must be limited, to ensure social distancing is always observed.
- Some element of assessment should be included during the training to check participants have actively engaged in the course.
- Examples include but are not limited to:
  - » Manual handling
  - » Certain elements of the Driver CPC requirements
  - » Forklift trucks
  - » Machinery guarding

## Modern apprenticeship training schemes

When the Covid-19 crisis hit the UK, the Government suspended all educational establishments, including colleges and external training provider activities. Whilst many employers have furloughed apprentices, vocational training can still be undertaken during this period.

The Government has now published [advice for employers, apprentices and external training providers](#).

From 1<sup>st</sup> June 2020, apprenticeships may start to be delivered in an educational setting again, in line with the [guidance on wider opening from 1<sup>st</sup> June 2020](#) and [guidance for further education providers](#).

This includes apprenticeship training taking place in training centres. Educational settings must adhere to the principles set out in the [guidance on protective measures in educational settings](#).