



Independent Steam & Boiler Training

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COVID-19 Procedure

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Introduction

Due to government guidelines surrounding COVID-19 both M&M and Flomar Ltd have put in place various procedures that must be prior and during attending our training facilities.

Prior Attendance

- Track and Trace¹
 - Student contact information must be confirmed prior to attending our facilities via telephone/ email.
 - Full Name
 - Home Address
 - Contact Number
 - This information will not be used for any marketing purposes and will be destroyed 21 days after the course date.
- Students who have/ share household with and/or been in contact with those with symptoms corona virus² will not be allowed to attend.
- Students who reside/work in government “lockdown” areas³ will not be allowed to attend.

Parking

- Students must reverse park into the **allocated visitor bays [Fig. 1&2]**
 - Visitor bays are numbered 1 – 6
 - Bay 6 is immediately on the left as you enter the car park.
- Remain seated in their cars, until instructed otherwise.

Figure 1



¹ <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

² <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

³ <https://www.gov.uk/government/collections/local-restrictions-areas-with-an-outbreak-of-coronavirus-covid-19>

Figure 2



Pre-Entry

- Students are to remain seated in their cars until the below requirements have been met **and** may only enter when instructed to do so.
- Students are to wear a face mask/ covering prior to entering the building.
 - *The use of a face mask/ covering is mandatory. Unless a pre-existing medical condition.*
 - *A face mask with respiration valve is not allowed.*
 - *(We can provide a single use, non-medical mask if needed)*
- Students temperatures will be taken with an infrared thermometer.
 - *Temperatures exceeding 38°C will be refused entry and turned away.*

Entry

- Students are to use the **hand sanitiser** [Fig 3] provided.
- If consenting, students are politely asked to scan the NHS Track & Trace unique QR code⁴

⁴ <https://www.nhs.uk/apps-library/nhs-covid-19/>



- Students will then be taken via the one-way system to the classroom and will be shown to their individual seat.
- Whilst the student is sat down, masks may be removed. However, at all other times masks must be worn.
 - “Other times” include: en-route to toilets the toilets and making refreshments.

Training Room

- Please note that we have reduced student numbers from 12 down to 6.
- Trainers will be wearing a **mask**
- Each student has **antibacterial wipes and hand sanitiser [Fig 6]** on their desk.
- Students will be asked to wipe their desks prior to sitting down, before lunch and at the end of the day.
- Each desk is separated by a **clear Perspex screen [Fig 5]**.
- In order to maximise ventilation, doors and windows will be left open.
 - Air-con (recirculation) will not be used.
- All paper, pens and manuals are to be taken home by the Student.
- Students must only dispose of rubbish in their own small waste bin (under desk).
 - The waste bag must be removed by the student at the end of the day and placed by the entrance at the end of the day.

Figure 3



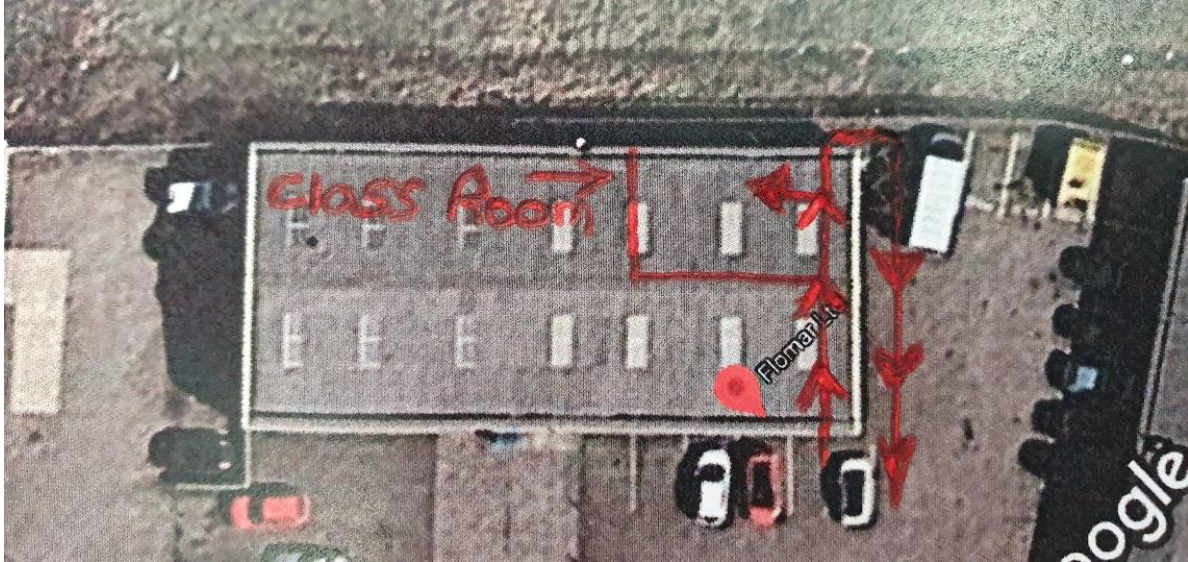
Figure 4



One-Way System

- A **one-way system** [Fig 6] will be in place, avoiding unnecessary contact. This will involve students stepping outside should they wish to use the toilet.

Figure 5



- If you wish to use them, umbrellas will be provided
 - A pack of anti-bac wipes will be placed next to the umbrellas, allowing you to wipe the handles.

Refreshments

- All refreshments are supplied individually wrapped.
 - UHT Milk
 - Sugar
 - Coffee
 - Tea Bags
 - Packed Lunch
- Hot water is supplied in thermos flasks with wipes to be used on the handles before use.
- Only one student at a time allowed to the refreshment table (wearing a facemask)
- Food & Drink may only be consumed at the student's desk.

Toilets (WC's)

- **Toilets** are available, with **hand wash and sanitisers, wipes [Fig 8]** are also placed in the toilets.

Figure 6

