



Safe MHE Training Methods During COVID-19 Outbreak

Workplaces must avoid crowding and minimise opportunities for the virus to spread by maintaining a social distance of at least 2 metres between individuals.

All

- Instructors and Candidates should be reminded to regularly wash their hands for 20 seconds, and catch coughs and sneezes in tissues, which should then be disposed of in a bin.
- Objects and surfaces that are touched regularly should be frequently cleaned and disinfected using standard cleaning products.

Classroom Lessons

- A classroom type of room is required for theory training and testing. The size and layout of the room must always allow for social distancing of at least 2 metres between all candidates and the Instructor.
- If the classroom is not of an adequate size to allow this, then the maximum number of course candidates allowable will need to be reduced to enable this.
- Classrooms must have a screen/wall to project onto to avoid candidates clustering around the Instructors P.C / laptop and breaching social distancing guidance.
- Classrooms should be cleaned and sanitised regularly.
- Pens, documents and all equipment must not be shared. Instructor, candidates
- Hand washing facilities must be readily available and accessible for candidates and the Instructor.

PPE Requirements

- All candidates must have their own PPE to avoid sharing and an increased risk of contamination.
- Optional personal facemasks can be worn, provided instructors and candidates can be clearly heard at a safe distance.
- Single use disposable gloves and sanitising wipes.

Practical Training

- Instructor demonstrations and lesson plans to be delivered to the required standards and adjusted to ensure social distancing is maintained.
- Reduction on background noise may be required to allow candidates to clearly hear the Instructor to avoid reducing social distancing.
- Practical training equipment should be sanitised prior to use. If this is not possible then candidates/Instructor must use single use disposable gloves
- Isolated area, free from other operations with minimal disruptions

www.a1flt-training.co.uk
tomhannah@a1flt-training.co.uk
07775917158



A1 FORKLIFT TRUCK TRAINING



Quality Accredited Operator Training

Refreshment Breaks

- Refreshment breaks, including smoking and lunch breaks, must maintain social distancing measures.

MHE (Forklift)

- Ideally, touch points of the Machine should be wiped clean with an appropriate cleaning product between each candidate or individual using the equipment.
- Always refer to the truck's operator's manual.
- Information provided by the equipment manufacturer takes precedence over this document.
 - Steering Wheel
 - Levers
 - Touch sensitive display screens
 - Grab handles
 - Seat belts
 - Dashboards & shared chassis areas
 - Floor mats
 - Access covers, e.g. battery change, fuel cap
- If there are no facilities to clean the Machine between candidates or individual use, then single use disposable gloves should be worn by the candidates and the Instructor.
- No physical contact during result of testing (no handshakes, group photos etc). Instructor, candidates
- Any paperwork that is to be left for the candidate's employer, is to be in a sealed envelope/folder Instructor
- No personal belongings to be left behind (if a multiday course) and personal waste to be disposed of correctly Instructor, candidates

Reminders

- Always ensure that social distancing (a minimum of 2 metres) is maintained at all times between candidates and the Instructor. If candidates do not respect this then pause the course and raise this with your site contact for rectification.
- Candidates and Instructor should wash their hands frequently using soap for at least 20 seconds.
- This should be incorporated into every break and after every activity. Hand Sanitiser can be used as an alternative
- Resist the temptation to touch your face at any time.

If you have any questions or concerns you can contact me on 07775917158

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Something you should insist upon.*