

## Covid-19 Statement

V01 - 11<sup>th</sup> May 2020

Ringway Training have made some changes to the way which we work so that we can safeguard the health and wellbeing of our customers and trainers.

To enable us to continue to provide our in-house training service, we have put the following procedure in place;

**1. We may limit how many participants can attend each course**

Ringway Training may limit the number of participants attending each training session in order to promote social distancing. This decision will be made on the basis of the size and facilities of the room to be used for the training.

**2. We will ask some advanced questions about the training environment**

Ringway Training may ask in advance details of the room to be used for training (for example, room size and facilities etc.) to ensure that suitable social distancing can be adhered to. The principle is that a 2-meter distance should be maintained whenever possible.

**3. We will consider the way that classroom-based training is delivered**

Ringway Training may adjust methods of delivering training in order to promote social distancing, for example, fewer group or interaction-based methods of learning.

**4. We will ask any participants who are experiencing any symptoms of coronavirus not to participant**

Ringway Training will take the stance that all participants who are selected to attend have already declared to their employer that they have not experienced any symptoms associated with coronavirus for at least two weeks prior to the course taking place.

The NHS defines the main symptoms of coronavirus as being;

- 'a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for 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)' Source - [www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/](https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/)

The course trainer will ask any participants who begin to feel unwell during training, to leave the environment and inform their employer immediately.

In order for us to achieve these safeguards we will;

- **Work in partnership to gather details in advance**

Ringway Training will work in partnership with the lead person who has booked the training to discuss the three statements above and gather the information we need to be confident that we can provide as safer service as possible.

- **Be clear with all participants about the expectations**

Ringway Training will draw attention to all participants at the beginning of the training to the requirements of social distancing (these requirements will vary depending on the number of participants and training environment).

If participants do not comply with the requirements set out, the trainer has the right to ask the individual(s) to leave the training.

- **Prepare the training room in advance**

Ringway Training will ask that enough space is made available in the training room for the trainer to set up equipment whilst maintaining social distancing from participants who may be in the room.

- **Ensure that courses only run if safeguards are met**

Ringway Training reserve the right not to deliver the course if the number of participants or training room environment are not as described to us in advance and we feel that this can cause an increased risk.

So that we can support you in terms of a flexible approach, Ringway Training have temporarily adjusted our cancellation policy as follows;

- Cancel within 48 hours of the course = 100% of the fee to be paid
- Cancel ahead of 48 hours of the course = no cancellation fee will be charged

This procedure will be reviewed on 1<sup>st</sup> July 2020 and every three weeks following this date.

We would like to **thank you** for continuing to use Ringway Training. If you have any questions relating to this procedure or any other matter, please email us at [mark@ringwaytraining.co.uk](mailto:mark@ringwaytraining.co.uk) or call 01625 520 434.



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