

## White Horse Training

### Reopening from September 2020 in line with coronavirus (COVID 19) guidance

In line with current guidance White Horse Training has put into place measures to meet the requirements of social distancing and reduce the risk to students and staff in order to reopen from September 2020. A risk assessment has been undertaken and is reviewed regularly. A copy of this is available on request.

**If you or someone that you live with is experiencing any of the symptoms of coronavirus (COVID 19) you must not attend or enter the building but inform a member of White Horse staff immediately who will advise you. You must also follow the**

**<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>**

White Horse Training has implemented the following measures for your safety:

- A strict regime of cleaning so that all areas are thoroughly cleaned at the start of each day.
- Only one group will attend White Horse at any one time and will form a group 'bubble'.
- Classes will be finishing at 1.30pm. Tutors will set work and you will be expected to complete this in the afternoon at home. Tutors will be available online for further support. The purpose of this is to reduce the risk students travelling on public transport during peak times and to reduce the length of time students and staff spend in an enclosed space.
- Students and staff will remain in this bubble throughout the day.
- Only the middle classroom will be used for teaching.
- The small back classroom will be designated an 'isolation room' should anyone fall ill whilst attending White Horse.
- We will aim to keep the building well ventilated either through use of open windows and doors to circulate outside air or the use of the air conditioning system for cool or warm air depending on outside temperatures. Please be aware that this may make temperature regulation for everyone difficult, so students who tend to feel the cold or feel too warm are advised to wear appropriate clothing.
- Surfaces in classrooms and communal areas will be cleaned regularly.
- Classroom capacity has been assessed in line with current social distancing guidelines and a seating plan will be drawn up for each group. This will ensure that desks are positioned appropriately and students will be allocated to a desk.
- The Tutor will maintain social distancing throughout the classroom session and may choose to wear a face shield whilst in the classroom.
- There will not be any access to the kitchen so there will be no refreshments or biscuits provided. Students will need to bring their own refreshments and snacks, which they will keep with them.
- Please make sure that you bring as little baggage as possible with you but you will need to ensure that you have all the equipment you will need e.g. pens, paper, calculator as sharing will not be permitted.
- The water cooler on the first floor will be available for use but students are advised to bring their own water bottles for use.
- Only one student at a time will be able to use the water cooler.
- When entering and leaving the classroom please do so one at a time.

- Tutors will advise students about social distancing if more than one student needs to leave the room e.g. at the end of the day or in the event of an evacuation.
- Please do not form queues outside of the toilets or in corridors and please do not cross on the stairs. Wait at the top or the bottom until the stairs are clear.
- Each classroom has tissues, hand sanitiser and surface wipes for use. If anything needs replacing please inform a member of staff.

To support these measure White Horse Training has provided Personal Protective Equipment (PPE) in the form of:

- Antibacterial soap – in the toilets (there is normal hand soap available, if required)
- Hand sanitizer – a bottle on entering the building, in each classroom and the upstairs office
- Detergent wipes – in each classroom and the upstairs office
- Gloves – on the table as you enter the building
- Face masks – on the table as you enter the building, if you wish to use them

Whilst you are in the building you must:

- Maintain good hand hygiene at all times - wash your hands for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- Ensure good respiratory hygiene by using the 'catch it, bin it, kill it' approach
- Maintain social distancing of 2m, where possible and no less than 1m at any time.

On attending White Horse:

- Students should not congregate in groups outside the building or in communal areas within the building.
- Whilst in the building you are not required to wear a face covering but you can if you wish.
- On entering the building please:
  - Remove your face covering and dispose of it in the bin provided, if appropriate or put it away. If you wish you can use one of the disposable masks provided.
  - Wash your hands or use the hand sanitizer provided.
- Go to the classroom and follow the seating plan, ensuring that you maintain social distancing at all times.
- Although the room will have been cleaned at the start of the day there are wipes in the classroom, if needed.
- Please do not move any desks or chairs or share any pens, etc. with other students.
- Tutors will instruct on any requirements for their individual sessions including entering and leaving the room.
- Non-teaching staff will only enter the classroom if absolutely necessary. If you wish to speak to a member of staff other than your tutor please advise the latter.
- Please dispose of any used PPE in the bin as you leave the building.

If you start to feel unwell whilst at White Horse or shortly after leaving the premises you must advise us immediately as well as following the current guidance. This is so that we can take action to reduce the risk of infection to staff and other students.

White Horse Training

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