

Coronavirus Statement (COVID-19)



The safety of our Learners, employees, supplier partners, customers, families and visitors are our overriding concern. Coronavirus disease 2019 (COVID-19) outbreak continues to evolve and we continue to monitor the situation implementing changes in line with the Government recommendations [government guidance to employers](#)

As a business we have set out and created a phased lockdown exit plan that clearly establishes the status of each element of our business. This plan provides the basis of our working instructions and is managed daily with our teams. The plan has been designed to provide flexibility to adjust to current situations enabling us to move between phases or return to lock down in the event of a second spike of COVID-19 related cases. The plan is updated weekly and available on our website.

Procedures for both offsite and onsite working have been introduced to prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce. These measures include and are not limited to:

- Facilitating staff working from home wherever possible, thereby minimising the number of staff on site at any one time.
- Introducing effective workplace social distancing methods, in line with the Government guidelines [government guidance on social distancing](#). These have involved changes to our working practices, work stations and offices and are reinforced daily through management communication & observational audits.

- The upgrading of our cleanliness & audit procedures across all our work stations and offices, focusing on areas with high traffic, shared facilities, toilets & kitchens to reduce the risk of cross-contamination. All offices have a risk assessment in place which is reviewed weekly.
- Providing clear instruction and information on conducting safe onsite visits with learners and employers only when all parties are comfortable to do so. This includes undertaking individual risk assessment and issuing of specific instructions.
- The provision of frequent information & guidance about reducing the transmission of coronavirus (COVID-19) via our dedicated working groups, workplace notice boards, posters, electronic communication & continuous dialogue.
- Providing washing stations and anti-bacterial hand gels to learners, employees and visitors, with revised hand washing instructions in line with NHS guidelines, accompanied by a promotional campaign on the importance of hand washing.
- Making available PPE options where appropriate or where our risk assessment deems it so, as well as providing anti-bacterial sanitizers and wipes.
- Providing a clear plan of action should any person become unwell at work, both in terms of their treatment & the steps required to protect learners, employees or visitors.
- Our lockdown exit plans are regularly monitored by our Health & Safety leads, & are reinforced daily through ongoing dialogue & teamwork.

Throughout this unprecedented situation our preventative measures have received total support from all of our workforce, & we will continue to work with them to protect their safety & provide our same levels of service.

If you have any further queries [please contact us.](#)