



**GUIDANCE MAY 2020**

# **DFLT Guidance: Safe MHE Training Methods During COVID-19 Outbreak**

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## **DOWN FORKLIFT TRAINING LIMITED – COVID-19 - TRAINING GUIDELINES**

**We have released guidelines for those involved in materials handling equipment training amid the current pandemic.**

**The HSE recently stated that training remains an essential requirement, as employers have a duty to ensure that staff are trained and competent to operate industrial lift truck equipment.**

**Understandably, social distancing guidelines meant that some companies and training providers were unsure how to offer safe training during the pandemic. But it is vital that training continues, particularly as so many key industries rely on staff to operate materials handling equipment.**

**Following consultation with the HSE, we have created a guidance document that can be referenced when training courses take place on site. For example, this includes instructions for adapting classroom-based training, rules on PPE, and measures for practical training.**

**Although social distancing presents a challenge, it is not a reason to forgo training altogether, and under no circumstances should companies let untrained operators use equipment. By taking all the necessary precautions, it is still possible to train candidates effectively and efficiently, while minimising risk.**

**Many organisations within the materials handling industry have highlighted training as being key to safe operations amid the pandemic.**

**We must not underestimate the importance of training, and in these uncertain times it is great to see the industry pulling together to provide support.**

**DFLT's guidelines will be valuable to training providers, candidates and employers, by providing clear and consistent measures for all parties to follow. We are undergoing a great many changes right now, but training — done safely — remains a constant.**

**We believe the guidelines will prove useful to anyone who has any involvement in the training process. They don't apply solely to DFLT Instructors and Customers, as they have been formulated to deliver universal advice that anyone can follow to ensure a safe training environment.”**

**Pauline Galloway**

**Director**

# DFLT Guidance: Safe MHE Training Methods During COVID-19 Outbreak

## Purpose of this document:

DFLT aim to support instructors, candidates and business, by introducing measures to help promote safe MHE training during the COVID-19 pandemic.

## Background:

Coronavirus (*COVID-19*) is mainly passed on from person-to-person and spreads through droplets produced when an infected person coughs or sneezes. It can also spread through contact with a surface or object that has the virus on it. Cleaning helps minimise the spread of coronavirus

## General rules for MHE training:

Candidates who are unwell with symptoms of coronavirus should **remain at home and self-isolate following government guidelines**. They should not travel etc.



Candidates who are vulnerable to the virus (*or live with individuals who are*) should follow the recommendations on **social distancing** and **shielding** and **they should not attend the course** but should **follow Government guidelines on self-isolating** letting their line manager/supervisor know.

Instructors should check with each candidate that they do not have or live with, or have been in close contact with anyone who has COVID-19 symptoms - a high temperature – this means you feel hot to touch on your chest or back, a 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*).



**If any candidate confirms any of the above-mentioned points, they should not attend the course and report to their line manager/supervisor.**

**For essential workers who require training**, outlined following is our guidance method statement, created to help achieve training safely.



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Activity	Safety Measures	Responsibility	Reference (additional guidance)
 <p><b>Government Advice</b></p>	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	<a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a>
	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.	All	<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>
	Objects and surfaces that are touched regularly should be frequently cleaned and disinfected using standard cleaning products.	All	
 <p><b>Classroom Lessons</b></p>	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.	Training provider (Dedicated training centre), Employer (On-site training)	
	Classrooms must have a screen/wall to project onto to avoid candidates clustering around the Instructors PC / laptop and breaching social distancing guidance.	Training provider (Dedicated training centre), Employer (On-site training)	
	Classrooms should be cleaned and sanitised regularly.	Instructor, candidates	
	Pens, documents and all equipment must not be shared.	Training provider (Dedicated training centre), Employer (On-site training)	
	Hand washing facilities must be readily available and accessible for candidates and the Instructor.	Training provider (Dedicated training centre), Employer (On-site training)	



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Activity	Safety Measures	Responsibility	Reference (additional guidance)
 <p data-bbox="181 360 412 480"><b>Personal protective equipment must be worn</b></p> <p data-bbox="159 520 427 552"><b>PPE Requirements</b></p>	<p data-bbox="461 272 1028 368">All candidates must have their own PPE to avoid sharing and an increased risk of contamination.</p>	<p data-bbox="1357 272 1783 304">Employer, instructor, candidates</p>	
	<p data-bbox="461 413 1028 509">Optional personal facemasks can be worn, provided instructors and candidates can be clearly heard at a safe distance.</p>	<p data-bbox="1357 413 1783 445">Employer, instructor, candidates</p>	
	<p data-bbox="461 549 1028 612">Single use disposable gloves and sanitising wipes.</p>	<p data-bbox="1357 549 1783 580">Employer, instructor, candidates</p>	
 <p data-bbox="165 1078 418 1110"><b>Practical Training</b></p>	<p data-bbox="461 652 1028 780">Instructor demonstrations and lesson plans to be delivered as per ITSSAR standards and adjusted to ensure social distancing is maintained.</p>	<p data-bbox="1240 652 1368 684">Instructor</p>	<p data-bbox="1644 951 2029 983">ITSSAR Instructor Handbook</p>
	<p data-bbox="461 825 1028 952">Reduction on background noise may be required to allow candidates to clearly hear the Instructor to avoid reducing social distancing.</p>	<p data-bbox="1182 825 1429 952">Training provider (Dedicated training centre), Employer (On-site training)</p>	
	<p data-bbox="461 997 1028 1125">Practical training equipment should be sanitised prior to use. If this is not possible then candidates/Instructor must use single use disposable gloves.</p>	<p data-bbox="1182 997 1429 1125">Training provider (Dedicated training centre), Employer (On-site training)</p>	
	<p data-bbox="461 1169 1028 1233">Isolated area, free from other operations with minimal disruptions.</p>	<p data-bbox="1182 1169 1429 1297">Training provider (Dedicated training centre), Employer (On-site training)</p>	

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Activity	Safety Measures	Responsibility	Reference (additional guidance)
 <b>Refreshment Breaks</b>	Refreshment breaks, including smoking and lunch breaks, must maintain social distancing measures.	Instructor, candidates	Always refer to the truck's operator's manual.  Information provided by the equipment manufacturer takes precedence over this document.
 <b>MHE (Forklift)</b>	<p>Ideally, touch points of the forklift should be wiped clean with an appropriate cleaning product between each candidate or individual using the forklift.</p> <ul style="list-style-type: none"> <li>• Steering Wheel</li> <li>• Levers</li> <li>• Touch sensitive display screens</li> <li>• Grab handles</li> <li>• Seat belts</li> <li>• Dashboards &amp; shared chassis areas</li> <li>• Floor mats</li> <li>• Access covers, e.g. battery change, fuel cap</li> </ul> <p>If there are no facilities to clean the forklift between candidates or individual use, then single use disposable gloves should be worn by the candidates and the Instructor.</p>		

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Activity	Safety Measures	Responsibility	Reference (additional guidance)
 <b>Course Completion</b>	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	
 <b>Other Notable Reminders</b>	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.	Training provider (Dedicated training centre), Employer (On-site training)	
	Candidates and Instructor should wash their hands frequently using soap for at least 20seconds. This should be incorporated into every break and after every activity. Hand sanitiser can be used as an alternative.	Training provider(Dedicated training centre), Employer (On-site training)	
	Resist the temptation to touch your face at any time.	Training provider (Dedicated training centre), Employer(On-site training)	



For more information contact us at [dflt@hotmail.co.uk](mailto:dflt@hotmail.co.uk)