



# 4KS Forklift Training LTD

Safety measures implemented to our  
MHE Training session during  
COVID-19

☎ 0121 294 9395 | [www.4ksforklifttrainingltd.co.uk](http://www.4ksforklifttrainingltd.co.uk) | ✉ [info@4ksforklifttrainingltd.co.uk](mailto:info@4ksforklifttrainingltd.co.uk)



## The purpose of this document:

4KS forklift training aims to support everyone by introducing safety measures to help promote safe MHE training sessions during the current COVID-19 pandemic.

## Background:

Corona-virus (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 is the best way to minimize the spread of this deadly virus.



## General rules for forklift training during COVID-19:



Candidates who are unwell with symptoms of corona-virus should remain at home and self-isolate and follow all government guidelines. They should avoid traveling.



Candidates who are vulnerable to the virus (or live with individuals who are) should follow the government recommendations on social distancing and they should not attend the any training course however should follow Government guidelines on self-isolating ensuring they inform their line manager/supervisor.



Instructors should check with each candidate that they do not have or live with, or have been in close contact with anyone who has had 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 inform their line manager/supervisor.

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

Activity	Safety Measures in place	Responsibility	Reference (additional guidance)
 <b>Government Advice</b>	Workplaces must avoid crowding and minimize opportunities for the virus to spread. We should ensure people are following government guidelines of keeping a 2 meter distance between each other.	Everyone	<a href="#">Click here for more info</a>
	Instructors and Candidates should be reminded to regularly wash their hands for 20 second following the correct hand wash procedures, use tissues for any coughs and sneezes, which should then be disposed of in a bin.	Everyone	<a href="#">Click here for more info</a>
	Objects and surfaces that are touched regularly should be frequently cleaned and disinfected using disinfectant products. Doors should be left open where possible.	Everyone	
 <b>Classroom Lessons</b>	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 meters between all candidates and the Instructor. If the classroom is not of an adequate size to allow this, We are currently offering one to one training sessions which easily allows us to ensure 2 meter distance is being followed at all times.	4KS Forklift training, Employer (On-site training)	
	Classrooms must have a screen/wall to project onto to avoid candidates clustering around the Instructors P.C / laptop and breaching social distancing guidance.	4KS Forklift training, Employer (On-site training)	
	Classrooms should be cleaned and sanitised regularly	4KS Forklift training, Employer (On-site training)	
	Pens, documents, and all equipment must not be shared.	Everyone on premises	
	Handwashing facilities must be readily available and accessible for everyone on premises	4KS Forklift training, Employer (On-site training)	

Activity	Safety Measures	Responsibility	Reference (additional guidance)	
 <p><b>PPE Requirements</b></p>	All candidates must bring their own PPE to avoid sharing and an increased risk of contamination and spread of the virus.	Employer, instructor, candidates		
	Face masks are provided as well as rubber gloves.	Employer, instructor, candidates		
	Single-use disposable gloves and sanitizing wipes are provided	Employer, instructor, candidates		
 <p><b>Practical Training</b></p>	Instructor demonstrations and lesson plans to be delivered as per RTITB standards and adjusted to ensure social distancing is maintained. 2 meter.	Instructor	<p>RTITB Instructor Handbook</p>	
	Reduction on background noise may be required to allow candidates to clearly hear the Instructor to avoid reducing social distancing	4KS Forklift training, Employer (On-site training)		
	Practical training equipment should be sanitized prior to use. If this is not possible then candidates/Instructor must use single use disposable gloves. Hand sanitizers are provided on truck and gloves.	4KS Forklift training, Employer (On-site training)		
	Isolated area, free from other operations with minimal disruptions	4KS Forklift training, Employer (On-site training)		

Activity	Safety Measures	Responsibility	Reference (additional guidance)
 <p><b>Refreshment Breaks</b></p>	<p>Refreshment breaks, including smoking and lunch breaks, everyone maintain social distancing measures</p>	<p>Instructor, candidates</p>	
 <p><b>MHE (Forklift)</b></p>	<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>	<p>Instructor, candidates</p>	<p>Always refer to the truck's operator's manual. Information provided by the equipment manufacturer takes precedence over this document.</p>
		<p>Instructor, candidates</p>	<p>BITA and the FLTA have produced a guidance document which provides detailed information: <a href="#">Click here</a></p>

Activity	Safety Measures	Responsibility	Reference (additional guidance)
 <b>PPE Requirements</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.	RS Forklift training, Employer (On-site training)	
	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	Instructor, candidates	
	Resist the temptation to touch your face at any time.	Instructor, candidates	



For more information contact us [Info@4ksforklifttrainingltd.co.uk](mailto:Info@4ksforklifttrainingltd.co.uk)

4KS Forklift Training Ltd, Unit 47A, Bizspace, Bordesely Green Road, B9 4TR.