

General principles following current coronavirus safety guidelines

No member of PGS staff will attend any client site who has to his/her knowledge:

- Had contact with anyone suffering Covid-19 symptoms within the last 14 days
- Is suffering from any symptoms themselves, to include:
 - Persistent cough
 - High temperature
 - Loss of smell/taste

When working on a client premises the client has the overall legal responsibility for the health and safety of all personnel, whether such personnel are the client's employees, sub-contractors, or members of the public.

Therefore, all PGS staff will familiarise themselves with the health and safety procedures of our client when working on their premises. PGS staff are instructed to fully comply with the health and safety procedures of any client, as well as complying with safe working practices contained in this risk management and/or any instructions given by any on-site Health and Safety Officer or Team Leader appointed by the client.

Where a company has lengthy induction procedures, PGS will allow sufficient time before start of training.

Theory training

To allow for minimal face to face contact, PGS advocates the use of remote learning delivered via Microsoft Teams, Skype or Zoom which will replicate PGS classroom sessions. Where a client is unable to utilise any of these methods, and believes they can implement all current Government guidelines, including minimum 2 metre social distancing and sanitation, PGS will review suitability with the client and will brief the trainer on the measures before training takes place.

Onsite practical training

Site arrival procedure

The following site arrival procedure applies to all PGS trainers providing practical training at a client site.

Reception/security

PGS administration will provide the trainer with course details and dates including site directions and client contact information.

On arrival the trainer will:

- request the presence of the site contact to escort him to the area for practical training;
- comply with site parking arrangements;
- supply proof of identity;
- sign any visitors' books on request and will comply with the client's security and identity systems;

- make use of washroom facilities to thoroughly wash hands; if not possible, will utilise hand sanitiser.

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PPE

The trainer will bring with him and utilise as appropriate:

- For trainer’s own use, not to be shared:
 - Hand sanitiser
 - Gloves
 - Disposable nitrile
 - Rigger for cylinder manual handling and oxy-fuel training
 - Cold protection for cryogenic training
 - Cryogenic face visor and goggles where appropriate
- For delegate use:
 - Disposable plastic gloves
 - Gloves required for specific tasks as indicated above are to be provided by the client - the trainer will not share his PPE
 - Hand sanitiser
- Equipment use:
 - Anti-bacterial wipes
 - Anti-bacterial spray

Practical training location

Where possible it is recommended that all practical training be conducted out of doors.

Where this is not possible:

Windows to be kept open and/or ventilation at maximum.

Numbers of delegates

Maximum of 4 delegates at any one time

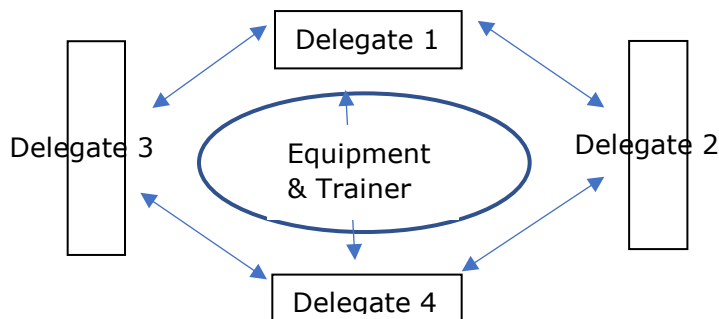
Delegates to remain at 2 m distance from the trainer during demonstration

Floor areas to be marked using floor tape to help people keep a 2 m distance

Briefing of delegates as follows, before the session begins:

- The conduct of the practical training session and the importance of the 2 m distancing.
- Avoidance of contact with face and eyes of gloves used during the practical.
- Coughing or sneezing should be into disposable tissues or, if not possible, into the arm of the sleeve.

Each delegate will be given the opportunity, in rotation, to perform the task under the observation of the trainer from a 2 metre distance-



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Equipment

The trainer will wipe equipment that will be touched by hand with anti-bacterial wipes. Where this is not possible, due to the risk of contamination from oils/grease, disposable gloves will be worn.

Following use, disposable gloves will be dropped into suitable bag/receptacle and disposed.

NOTE:

These measures are in addition to the risk assessments available from PGS.