



**National Highway Sector Schemes
(NHSS10 and NHSS12)
COVID19 Guidelines**



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1. Introduction

Due to the ongoing challenges of COVID19, Lantra wishes to give continued support in providing guidance to enable safe delivery of training and assessment, in accordance with government guidance.

As these restrictions are going to be with us for the foreseeable future, both Lantra and Training Providers will need to work in partnership to adapt to the latest government guidelines on COVID-19 and a new way of working.

For some time now courses have been available online (remotely), blended (part remote/part face to face) and face to face (F2F). Before you start to deliver courses/assessments face-to-face, it is important to ensure that the guidelines for reducing transmission are followed and that anyone at higher risk, is protected.

The safety of the Instructors, Assessors, Learners, and members of the general public is paramount. **If in doubt do not deliver.**

Lantra advises the use online training courses wherever possible, as this is the safest form of training delivery.

To keep up to date with the latest Government guidance please see below links.

England

<https://www.gov.uk/guidance/new-national-restrictions-from-5-november>

Wales

<https://gov.wales/staying-safe-social-distancing>

Scotland

<https://www.gov.scot/coronavirus-covid-19/>

Northern Ireland

<https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19>

Republic of Ireland

<https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/#>

2. Methods of training delivery

There are 3 main options for delivery:

1. Face to Face (F2F) Delivery

This is the standard method of delivery. Compliance with Government guidance and social distancing must be maintained.

2. Blended Remote Delivery

These courses are partly delivered via video-conferencing facilities and partly F2F. This could be where knowledge of legislation makes up part of the course and practical instruction and demonstration of the equipment is required. Some courses may allow remote training and F2F assessment.

The course does not have to be delivered on the same day. The sessions can be broken down into bite-size chunks to fit with schedules and maintain learner engagement. The F2F aspect can also come at a later date.

3. Remote Delivery

These courses are only delivered via video-conferencing facilities. All aspects of the course are delivered on this platform as well as the assessment, which may be livestreamed.

The course can be broken down into smaller sessions across different days to fit in with schedules and maintain Learner engagement.

N.B. Learner Numbers:

Learner numbers are set at the standard maximum limit, unless stated otherwise, and subject to a Risk Assessment in order to comply with Government guidelines.

Important notes:

- *Government guidance and social distancing must be maintained*
- *To deliver online courses you will need to register your Provider and Instructors, using the "Online Course Test Registration Form". To request the form, please email. NHSS-Highways@Lantra.co.uk*

Lantra will provide the following guides to help you deliver Remote (online) courses successfully.

- How to book on Quartzweb
- How to set up a Zoom meeting
- How to start a Zoom meeting
- How to complete an exam in proctor exams
- Instructor Assistance – Online Training
- Provider Checklist
- Provider Checklist 12D Refresher tests only
- NHSS Online FAQ

Please read all the guidance carefully before booking online courses. If you make mistakes with Learner names, email addresses etc you may incur additional costs per learner for these courses.

Available courses and delivery options are shown in the table on page 6.

3. Training Courses

Course	Course Code	F2F	Blended Remote	Remote (online)
10B Foundation course	6334	✓	✓	✓
10B Installer course	6337	✓	✓	✓
12 Impact Protection Vehicle	6076	✓	✗	✗
12 Impact Protection Vehicle Refresher	6335	✓	✓	✓
12A Foreman	6078	✓	✓	✗
12AB General Operative	6343	✓	✓	✓
12AB TSCO	6079	✓	✓	✗
12B LTMO	6077	✓	✓	✗
12C Operative	6080	✓	✓	✗
12C Supervisor	6081	✓	✓	✗
12D M1 Refresher course (test only)	6347	✓	✓	✓
12D M2 Refresher course (test only)	6348	✓	✓	✓
12D M3 Refresher course (test only)	6349	✓	✓	✓
12D M4 Refresher course (test only)	6350	✓	✓	✓
12D M6 RLTMO	6086	✓	✓	✗
12D M7 Client Officer/Manager	6087	✓	✓	✗
12D T1 Working on Single Carriageways	6338	✓	✓	✓
12D T2 Working on Single Carriageways	6339	✓	✓	✓
12D T3 Static Works Low Speed Dual Carriageway	6340	✓	✓	✓
12D T4 Convoy Working	6341	✓	✓	✓
12D T5 Multi Phase Traffic Signals	6342	✓	✓	✓
Temporary Traffic Management Basic Course (TTMBC)	6344	✓	✓	✓

4. Risk Assessment for face-to-face training and assessment

To ensure that government guidance is followed, and the risk of infection is minimised, you must carefully assess the risks and put appropriate controls in place before training and/or assessment takes place.

Lantra has released a “COVID19 Remote Risk Assessment” document to help Providers. Please refer to the “COVID19 Remote Risk Assessment” in conjunction with this document.

Providers MUST do the following:

- All Learners must be asked to declare that they have not;
 - Experienced any COVID-19 symptoms in the last 24 hours
 - Interacted with anyone in that last 14 days who has gone on to show symptoms.

Copies of the declarations must be included with the course paperwork.

- To avoid contact with people other than the Instructor, ensure that sign-in records are easily available and that there are clear signage/directions to the facility/classroom
- All locations being used for training/assessment must be risk assessed prior to delivery.
- A copy of the risk assessment must be included with the submissions to Lantra.
- The risk assessment and all measures taken to reduce the risk of transmission must be explained to Learners before the course starts.

Important note:

If the need arises whereby the Instructor/Assessor is required to occupy the same vehicle, the following recommendations are:

- a detachable plastic screen should be used in the vehicle
- air-conditioning should be turned off and any windows should be fully opened to maximise ventilation
- Face masks should be worn
- All surfaces should be wiped down before and after assessment

For additional information for working safely in vehicles, please view the HSE guidance.

5. Safety Measures

Social distancing

Social distancing must always be maintained. Please refer to the latest guidance on specifics. When in doubt practice 2 metre distancing.

While conducting assessments on site or in the yard, the Assessor must ensure that the social distancing measures are maintained throughout.

The Assessor on site may have to take into consideration that the use of multiple vehicles is required to maintain social distancing and is compatible with the government guidelines.

The Provider should also consider how to manage the Learners before, during and after delivery. This may include having Learners enter and leave site/classroom at specific times. Staggered breaks and implementation of a designated pathway for Learners to use to ensure Learners do not breach the current rules.

Additional considerations must be in place for people classified as **Increased Risk**.

Hand washing

Whether the training is taking place at your premises or the clients, hand washing facilities must be made available to all parties to use throughout the delivery/day. If you are on site, then the use of hand sanitizers (with at least 60% alcohol content) must be accessible for everyone to use.

The handwashing facilities should also be cleaned at regular intervals to prevent transmission.

Face Coverings

Current guidance is that face coverings are recommended in all areas (indoors and outdoors), to reduce the risk of transmission.

Learners must supply their own face covering, these should not be supplied by the Provider, however an emergency supply would be useful to hold at the training venue.

Learners that are unable to wear facemasks due to a medical condition **MUST** provide evidence to the Provider/Instructor for their records. A risk assessment by the Provider may determine that they are not able to include a learner without a mask on the course.

Learner numbers

It may be necessary to reduce learner numbers to ensure that social distancing can be maintained. Numbers may be dictated by the size of classrooms and spacing of seating.

Assessments outside in groups

Some Lantra courses/assessments are delivered outdoors to two or more Learners and some tasks, for example, tensioning a fence cannot be carried out with one person. This will require appropriate planning to ensure that social distancing is in place and maintained throughout the task(s) in order for the Learners to undertake the tasks safely.

If the course/assessment cannot comply with social distancing, then this must not be delivered.

Learner numbers must be compliant with social distancing and due consideration given to the potential risk of the activity to be undertaken.

Assessments in vehicles

If the need arises whereby the Instructor/Assessor is required to occupy the same vehicle, it is recommended that a detachable plastic screen should be used in the cab, air-conditioning should be turned off and any windows should be fully opened for maximise ventilation. In addition, face masks should be worn, and all surfaces should be wiped down both before and after assessment.

For additional information on working safely in vehicles, please view the HSE guidance.

Equipment/Kit/Machinery Ratios

Sharing of equipment should be avoided wherever possible. Providers should ensure that there is enough equipment for each Learner to have their own. If sharing is unavoidable the Provider must ensure that the appropriate cleaning materials are available, and that equipment is thoroughly cleaned before it is passed to another learner.

Learners must not share pens, workbooks or handouts.

Bathroom Facilities

Social distancing must be maintained when using toilet facilities. This may require limiting the number of people using the facilities at any one time and/or queuing. Marking of 2 metre spacing with tape or similar should be considered.

Cleaning facilities should be left in place for people to clean the area (door handles, locks, flush etc) after use. Cleaning of facilities by the training provider should take place regularly, especially after break times and lunch. Hand soap must be made available and hot air or disposable drying facilities provided.

Lunch and Breaks

Learners **MUST** bring their own lunches and drinks. If there is a kitchen area, this must be regularly cleaned. Social distancing should still be followed when using kitchens, again consider marking out 2 metre distances on the floor.

Travelling between sites

If the course/assessment requires the group to travel between different sites, it is advised that Learners should travel alone. If more than one person per vehicle is unavoidable:

- reduce the numbers in the car
- ensure there is ventilation in the vehicle and windows are opened
- ask people to sanitise their hands before entering the vehicle
- ask the passenger to sit in the back of the vehicle rather than the passenger seat to keep to social distancing requirements
- ensure the vehicle has been sanitised in high frequency/contact areas.
- all parties in the vehicle be asked to wear face coverings.

Course/Assessment Paperwork:

Face-to-face courses

- Complete attendance/assessment paperwork or test paper.
- The Instructor should complete all fields except the Learner signature.
- There should be no sharing of pens.
- Instructor and learners should wash hands (or use hand sanitiser) before and after touching paperwork.

If sending paperwork to Lantra it should be securely stored for 48 hours before sending. Alternatively paperwork can be scanned and emailed without delay to:

Sector.Schemes@Lantra.co.uk

Course/Assessment Paperwork:

Online courses

- Attendance form
 - The Instructor must complete all relevant fields apart from the Learner signature.
 - In the space for the Learner signature, the Instructor must write “**online course proctor exam**”.

For “proctored exams”, the Instructor will not immediately know the result. The Provider must notify the Instructor once the result has appeared on the Quartzweb account.

- QF249 / QF251 / QF263 registration form
 - The Instructor must complete all relevant fields apart from the Learner signature.
 - In the space for the Learner signature, the Instructor must write “**online course proctor exam**”.
 - The Instructor must forward an electronic copy of the yellow sign off sheet to the Learner so it can use to access site until a card/certificate or an update to their card is sent.
 - Please ensure that the electronic copy is legible

6. Summary

- ✓DO plan the spacing requirements of the course
- ✓DO encourage appropriate use of PPE to prevent the spread of COVID-19
- ✓DO wear Face Masks at all times (see government guidelines)
- ✓DO frequently clean surfaces that delegates may come into contact with
- ✓DO consider the course numbers to ensure social distancing recommendations can be followed
- ✓DO mark out internal areas to highlight social distancing recommendations
- ✓DO provide cleaning facilities in communal areas and encourage learners to take responsibility for reducing the possibility of transmission
- ✓DO avoid sharing vehicles where possible
- ✓DO encourage learners to bring their own food and utensils
- ✓Do stagger break times when possible, especially if more than one course is running in the facility.
- ✗DON'T share equipment or machinery unless it is unavoidable
- ✗DON'T offer open buffet lunches for Learners
- ✗DON'T have other staff interacting unnecessarily with Learners
- ✗DON'T allow groups to gather closely together during the course/assessment or breaks
- ✗DON'T use rooms or workshops that have poor ventilation



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