



Appendix I: Covid-19 Safety Advice

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1. All staff guidance

- 1.1 This document is intended to offer practical guidance for UCQ staff and students attending our premises to minimise the risk of exposure to Covid-19. This guidance also applies to staff visiting and working on customer premises. Following the guidelines contained in this document will minimise risks of infection and cross contamination, allowing UCQ to undertake training safely.
- 1.2 Current evidence suggests that Covid-19 spreads between people through direct, indirect (through contaminated objects or surfaces), or close contact with infected people via mouth and nose secretions. These include saliva, respiratory secretions, or secretion droplets. These are released from the mouth or nose when an infected person coughs, sneezes, speaks or sings, for example. People who are in close contact (within 1 metre) with an infected person can catch Covid-19 when those infectious droplets get into their mouth, nose or eyes.
- 1.3 To avoid contact with these droplets, it is important to stay at least **1 metre** away from others, clean hands frequently, and cover the mouth with a tissue or bent elbow when sneezing or coughing. When physical distancing (standing one metre or more away) is not possible, wearing a fabric mask is an important measure to protect others. **Cleaning hands frequently is also critical.**
- 1.4 People with the virus in their noses and throats may leave infected droplets on objects and surfaces (called fomites) when they sneeze, cough on, or touch surfaces, such as tables, doorknobs and handrails. Other people may become infected by touching these objects or surfaces, then touching their eyes, noses, or mouths before cleaning their hands. Therefore, it is essential to thoroughly clean hands regularly with soap and water or an alcohol-based hand rub product, and to clean surfaces regularly.
- 1.5 **The safety of UCQ staff and students is of paramount importance to the organisation. Training will only go ahead when UCQ are satisfied it can be completed safely and within government guidelines.**

2. Development

- 2.1 UCQ will use government guidance and public health guidance as the basis for their response to the Covid-19 pandemic.
- 2.2 The government guidance does not supersede existing health and safety legislation. UCQ will continue to abide by statutory health and safety obligations, such as the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, which contains the legal duty on employers to conduct risk assessments. Health and safety legislation, coupled with the government guidance specific to Covid-19, should be the minimum standards for UCQ to achieve.

3. Risk assessment

- 3.1 UCQ have undertaken appropriate risk assessments, to ensure effective training and development can be undertaken while maintaining a safe work environment. All tutors will complete a Covid-secure classroom checklist prior to the start of each classroom session.
- 3.2 UCQ will ensure that relevant advice and expertise is available and given appropriate consideration.
- 3.3 The Public Health bodies have provided extensive guidance on what to consider in any risk assessments, and UCQ will consider the full range of preventive measures aimed at minimising the risk, and spread, of infection.
- 3.4 Decisions on any measures, including the provision and use of PPE, will be based on the outcomes of risk assessments and based on what is reasonably practical for that workplace.

4. Communication

- 4.1 UCQ will communicate regularly with staff and students on health and safety issues associated to Covid-19.
- 4.2 UCQ will be clear about what can and cannot be done to adapt practices relating to work and study and consider the provision of any training, as required, for staff.
- 4.3 Staff and students will have clear channels to raise concerns that they have or any suggestions which UCQ may not have considered.
- 4.4 UCQ will assess how the transition back to centres will affect staff and consider any equality considerations seeking to identify reasonable actions to ease possible adverse impacts on specific individuals including those, or those living with, people who are shielding or vulnerable.

5. Training

- 5.1 UCQ have considered the option of minimising the contact hazard of face to face training and have taken the decision to move our training and development courses online with tutor-led remote training and distance learning where possible/practicable.
- 5.2 The use of e-learning platform Aptem will be utilised to ensure robust onboarding, compliance, engagement, and learning activities. Tablets will be made available to students where the need arises. Where used, the tablet will have one assigned user and will not be shared.
- 5.3 For students who are unable to attend the online delivery sessions, all live Microsoft teams' sessions will be recorded and download links and teaching videos will be made available to students.
- 5.4 Where face to face training cannot be eliminated, UCQ will have control measures in place to safeguard staff and students.

6. Tutored sessions

6.1 Measures will include but are not exhaustive:

- Students will be asked to arrive on time for tutor-led training. Students who arrive early will be asked to wait in their vehicle or maintain social distancing of 2 metres prior to entering the centre.
- Students will be requested to bring their own refreshments; breaks will be taken at the workstation or within their own vehicles.
- Students will be asked to provide their own stationary consisting of a pen and paper for note taking, these will be removed from the centre by the student daily.
- Appropriate PPE will be provided for the staff and students.
- Floor areas will be marked, and appropriate signage displayed to ensure the safety of staff and students.
- Risk assessments and the Covid-19 secure classroom checklist will be discussed with students.
- Practical exercises will be completed in line with social distancing requirements (**UCQ will encourage staff and students to maintain the 2 metre rule within its centres**).
- Equipment and tools will be sanitised before and after use then safely stored.
- Staff must ensure students leave the centre following the completion of training. Students should leave at appropriate intervals to allow for a safe exit.

7. Facilities

7.1 Actions will include:

- Deep clean of facilities, door handles, chairs and desks with sanitiser that is effective against Covid-19
- Preparation of student workstations to include IT equipment if required.
- Students will use the same numbered workstation and equipment for the duration of their course.
- Methods of maintaining social distancing during transitions between areas are in place.
- Classrooms are set up so students are not directly facing each other.
- Covid-19 instruction notices are displayed throughout the centre
- Hand sanitiser (80% Alcohol) and washing facilities are available for students and staff.
- Students and staff will be instructed to wash or sanitise their hands frequently.
- Anti-bacterial cleaner will be available to sanitise surfaces.

8. Guidance for staff

8.1 Staff must adhere to the following guidance:

- Staff should familiarise themselves with Covid-19 government guidance.
- Facilitate, promote, and encourage good hygiene practices.
- Classrooms laid out in line with government advice (please do not move furniture).
- Students will use the same numbered desk/workstation (where possible) for the duration of the course.
- Staff will complete a student attendance sheet noting the name, contact telephone number and desk/workstation number of the student. This will be scanned and emailed to the Health and Safety Officer.
- Floor areas are marked and appropriate signage displayed to ensure social distancing (do not remove or move signs).
- Smoking is not allowed within the perimeters of UCQ centres.
- Stagger start times slightly to avoid congestion and for students to be escorted to their learning environment.
- Students should be given clear instructions on what to do on arrival, for example, their required time of arrival and the entrance to use.
- Students must contact their Tutor by telephone on arrival and be escorted to the classroom/training area.
- On arrival, staff should highlight to students the required hygiene practices and other facilities and explain what will happen during their time in centre.
- Students should be told not to attend the centre if they are ill or should be self-isolating or a household member has experienced Covid-19 symptoms.
- Staff should not attend the centre if they feel ill or a household member has experienced Covid-19 symptoms.
- UCQ staff have overall responsibility for the health and safety of themselves and students attending the centre.
- It is important everyone understands the new policies and procedures in place to minimise the Covid-19 risk.
- Staff should report to the Health and Safety Officer if they identified any areas of risk or have any thoughts on how to improve procedures.

9. Personal Protective Equipment (PPE)

- 9.1 UCQ have obtained PPE to safeguard our staff and students. Face masks, visor shields and gloves will offer some protection during time spent in centre. There are sanitising stations set up in all entrances, exits and rooms within the UCQ centres. There is disinfectant spray to clean and sanitise communal areas, classroom furniture, tools and equipment.
- 9.2 All staff and students should wear PPE during their time in the centre even if it is not required at all times.

10. If someone is unwell

- 10.1 If students are unwell or showing symptoms of Covid-19 they should be instructed to go home immediately unless they need medical attention. In this case the Appointed Person for First Aid should be contacted:

Felix Devine **Tel:** 01642 345130 **Mobile:** 07366564165 **Email:** ben.devine@ucq.ac.uk

- 10.2 Students should be made aware that their details will be shared with local public health authorities if they become ill with suspected infectious disease. **Anyone who does not agree to this condition cannot attend the course.**
- 10.3 Students will be asked to notify UCQ if they experience Covid-19 symptoms. This will allow us to alert staff and other participants using course details and dates of attendance.
- 10.4 UCQ may also be required to report cases of Covid-19 under the H.S.E RIDDOR regulations.

11. Additional Information

- 11.1 UCQ will follow advice and guidance during these difficult times from the organisations listed below:

Department of Education (DOE)

What FE colleges and providers will need to do from the start of the 2020 autumn term:

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

Gov.uk

Guidance for further education and skills providers:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/maintaining-education-and-skills-training-provision-further-education-providers>

Health and Safety Executive

Coronavirus (COVID-19): latest information and advice:

<https://www.hse.gov.uk/coronavirus/index.htm>

- 11.2 The Health and Safety Officer is responsible for updating and amending this guidance in line with government advice. Please follow guidelines to keep yourself, colleagues, and students safe at all times.