



# Appendix I: Covid-19 Safety Advice

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Version: 2  
Revision date: 20/07/2021  
Due for review: 20/07/2022

Reviewer: Ben Devine, Health and Safety Officer

## 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 advisable to maintain social distancing where practical, 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 recommended. **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 continue 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 continue to 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 any transition back to centres, following remote delivery, will affect staff and consider any equality considerations seeking to identify reasonable actions to ease possible adverse impacts.

### 5. Training

- 5.1 Where possible, UCQ will continue to deliver training as planned. Flexibilities need to be in place where disruption is caused due to Covid.
- 5.2 Where online delivery is required, for FE provision, the use of e-learning platform Aptem will 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 invited into the training environment and asked to maintain social distancing, where possible.
- Tutors and students to sanitise their hands upon entry and exit to the classroom/kitchen areas.
- Students will be offered refreshments but social distancing is advisable in the kitchen areas.
- Students may be provided with stationery consisting of a pen, pencil and paper for note taking.
- Appropriate PPE will be available for the staff and students, as required.
- Floor areas will be marked, and appropriate signage displayed to ensure the safety of staff and students.
- Practical exercises will be completed in a safe environment. **UCQ encourage staff and students to maintain social distancing 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 are encouraged to maintain social distancing when leaving centres.

## 7. Facilities

### 7.1 Actions will include:

- Covid-19 instruction notices are displayed within centres.
- Hand sanitiser (80% Alcohol) and washing facilities are available for students and staff.
- Students and staff to wash or sanitise their hands frequently.
- Anti-bacterial cleaner will be available to sanitise surfaces. Facilities will be cleaned appropriately. Staff are encouraged to ensure classrooms and office areas are regularly sanitised.
- Students are advised to use the same workstation and equipment for the duration of their course.
- Staff and students are advised to maintain social distancing and use face coverings in communal areas.
- Classroom space is organised so students are not directly facing each other.

## 8. Guidance for staff

### 8.1 Staff must adhere to the following guidance:

- Staff should familiarise themselves with Covid-19 government guidance.
- It is important everyone understands the policies and procedures in place to minimise the Covid-19 risk.
- On arrival, staff should highlight to students the expected hygiene practices and other facilities and explain what will happen during their time in centre.
- Staff and students should not attend the centre if they are ill or should be self-isolating.

- Students should use the same desk/workstation (where possible) for the duration of the course.
- Floor areas are marked and appropriate signage displayed to encourage social distancing.
- UCQ staff have overall responsibility for the health and safety of themselves and students attending the centre.
- Smoking is not allowed within the perimeters of UCQ centres.
- 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 PPE to safeguard our staff and students. Face coverings, visor shields and vinyl gloves are available for use in centre.
- 9.2 Sanitising stations will remain in entrances, exits and rooms within the UCQ centres. Disinfectant spray to clean and sanitise communal areas, classroom furniture, tools and equipment will be available.

## 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:

<b>Felix Devine</b> Tel: 01642 345130	<b>Mobile:</b> 07366564165	<b>Email:</b> <a href="mailto:ben.devine@ucq.ac.uk">ben.devine@ucq.ac.uk</a>
<b>Nicola Suddes</b>	Tel: 0191 2755015	Email: <a href="mailto:Nicola.suddes@ucq.ac.uk">Nicola.suddes@ucq.ac.uk</a>
<b>Lisa Hastie</b>	Tel: 0191 2755015	Email: <a href="mailto:lisa.hastie@ucq.ac.uk">lisa.hastie@ucq.ac.uk</a>

- 10.2 UCQ have a supply of Lateral Flow Tests (LFTs) for student and staff use. It is encouraged that tests are undertaken twice a week.
- 10.3 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.**
- 10.4 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.
- 10.5 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 continue to follow advice and guidance 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.