UCQ UNIVERSITY CENTRE QUAYSIDE

Appendix I: Pandemic and Infection Safety Advice

Version: 8
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Document Owner: Health and Safety Officer
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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 pandemic and major infectious disease outbreaks. 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 infectious disease spread through direct, indirect or close contact with infected people. For example, flu tends to be transmissible by means of airborne viruses, entering through the respiratory system; so rapidly transmitted through unprotected coughing/sneezing etc with increased risks in restricted environments where people gather such as the workplace.

1.3 To avoid contact it is advisable to maintain physical distancing where practical, clean hands frequently, and cover the mouth with a tissue or bent elbow when sneezing or coughing. When physical distancing is not possible, wearing suitable PPE is advisable. **Cleaning hands frequently is also essential.**

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 is satisfied it can be completed safely in line with government and public health guidance.

2. Development

2.1 UCQ will use government guidance and public health guidance as the basis for their response to pandemic and major infectious disease outbreaks.

2.2 The 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 pandemics and major infectious disease outbreaks, should be the minimum standards for UCQ to achieve.

3. Risk assessment

3.1 UCQ has undertaken appropriate risk assessments, to ensure effective training and development can be undertaken while maintaining a safe work environment. Tutors may be required to complete a classroom checklist prior to the start of each classroom session, depending on the infection risk.

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 any advice and restrictions.

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.

5.2 Where online delivery is required, for provision, the use of an e-learning platform will ensure robust onboarding, compliance, engagement, and learning activities. If required equipment will be made available to students where the need arises. Where used, the equipment 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, where appropriate, and download links and teaching videos may be made available to students who are unable to attend.

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:

- Staff should ensure students are informed of the latest government/NHS guidance.
- Students will be asked to arrive on time for tutor-led training.
- Sanitiser will be available upon entry and exit to the classroom/kitchen areas.
- Students will be offered refreshments, but physical 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 made available where required following risk assessment or public health guidance.
- Appropriate signage will be displayed to ensure the safety of staff and students.
- Practical exercises will be completed in a safe environment.
- Staff are provided with instructions on how to clean and store equipment to minimising the risk, and spread, of infection.

7. Facilities

7.1 Actions will include:

- Instruction notices displayed within centres.
- Hand sanitiser and hand-washing facilities will be available for students and staff.
- Students and staff advised 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 cleaned/sanitised.
- Students requested to reinstate the workstation on completion of their activities.
- Staff and students are advised to follow current procedures with regard to physical distancing and use of PPE 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 the latest government/NHS guidance.
- It is important everyone understands the policies and procedures in place to minimise the risk of infection.
- On arrival, staff should highlight to students the expected hygiene practices.
- Staff and students should not attend UCQ premises where they have symptoms of a potentially infectious illness and should follow current public health guidance relevant to the illness concerned.
- Appropriate signage is displayed for information purposes.
- UCQ staff have overall responsibility for the health and safety of themselves and students attending the training.

- 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 available to safeguard staff and students.

9.2 Sanitising stations are in place in UCQ rooms.

9.3 Disinfectant spray to clean and sanitise is available.

10. If someone is unwell

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

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Lisa Hall	**Tel:** 03330048470		**Email:** lisa.hall@ucq.ac.uk
Kay Wilson	**Tel:** 03330048470		**Email:** kay.wilson@ucq.ac.uk

10.2 Where appropriate, UCQ may implement additional testing or monitoring arrangements in response to specific public health advice.

10.3 Information will only be shared where lawful, necessary and proportionate, and in accordance with UK GDPR, the Data Protection Act 2018 and relevant public health requirements.

10.4 Students will be asked to notify UCQ if they test positive for an infectious disease. This will allow us to alert staff and other participants using course details and dates of attendance.

10.5 Certain work-related infections may be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

11. Additional Information

11.1 UCQ will follow advice and guidance from the Government and relevant organisations including:

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

https://www.gov.uk/guidance/reducing-the-spread-of-respiratory-infections-including-covid-19-in-the-workplace

https://www.england.nhs.uk/publication/national-infection-prevention-and-control/

https://www.gov.uk/government/organisations/uk-health-security-agency

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.

12. Initial Equalities Impact Assessment

Department: All	**Completed by:** Ben Devine, Health and Safety Officer	**Date of initial assessment:** 11/01/2023 Updated: 18/09/2026
Area to be assessed:	HS-001 Appendix I – Pandemic and Infection Safety Advice	
Existing or new policy/procedure:	Updated	
What evidence has been used to inform the assessment and policy? (please list only)		
External guidance and requirements: ➢ Health and Safety Executive guidance ➢ Government and Health Department Guidelines **Internal guidance and requirements:** ➢ Consultation with Health and Safety Officer and Health and Safety Strategic Lead		

1. Describe the aims, objectives or purpose of the policy/procedure		The purpose of this guidance is to provide practical advice to minimise the risk of infection transmission and support the health, safety and wellbeing of staff, students and other stakeholders during periods of increased infectious disease risk.		
2. Which stakeholders/groups are intended to benefit from this policy/procedure?		All stakeholders		
The Equality Act 2010 requires public bodies to have 'due regard' to the need to:- (1) Eliminate unlawful discrimination, harassment and victimization (2) Advance equality of opportunity between different groups; and (3) Foster good relations between different groups		**3. Could the policy/procedure have a disproportionately negative effect impact in terms of the aims set out in (1) to (3) of the Act on any of the protected characteristics?:-** **High** **Medium** **Low** **No effect**	**4. Briefly explain how the policy/procedure furthers or prevents the aims set out in (1) to (3).**	**5. If there is a disproportionately negative impact on any protected characteristics, can it be justified on the grounds of promoting equality or any other reason? If yes, please explain.**
Protected characteristics	**Age**	No effect	Not applicable	Not applicable
	Disability	No effect	Not applicable	Not applicable
	Gender	No effect	Not applicable	Not applicable
	Gender reassignment	No effect	Not applicable	Not applicable
	Marriage and Civil Partnership	No effect	Not applicable	Not applicable
	Pregnancy and Maternity	No effect	Not applicable	Not applicable
	Race	No effect	Not applicable	Not applicable
	Religion or Belief	No effect	Not applicable	Not applicable
	Sexual Orientation	No effect	Not applicable	Not applicable

6. Has there been any consultation/engagement with the appropriate protected characteristics?		Not applicable as no PC impact identified
7. What action(s) will you take to reduce any disproportionately negative impact, if any?		None required
8. Based on the information in sections 1 to 7, should this policy/procedure proceed to Full Impact Assessment? (recommended if one or more 'High' under section 2)		No
Assessor signature:	**Approved by:** **Michelle Elliott**	**Date approved:** 11/01/2023