

## Risk Assessment

**Department or West Byfleet Delivery Centre Main Offices, and CSCS Centre.**

All personnel must be trained/briefed before the undertake work as follows under the period of Covid 19 restriction (Assessment based on advice May 2020)

Location/Equipment	Risk / Hazard	Who Is at Risk	Controls
<b>MIT Skills delivery  &amp; CSCS Centre</b>	Staff or Learner/ Candidate has Covid 19 or a member of their Household- Risk of passing on Covid 19	Staff, Learners, Candidates, and Visitors	<p><b>Letter or Email to Staff Prior to Return</b>            Ensure Staff know of Covid 19 changes in place on site and Staff/Learners and candidates are clear not to come into the centre with symptoms or if member of their household has symptoms in the last 14 days, issue letter to returning staff and copy of government guidance and symptoms prior to staff returning.            (Reminder all staff should apply for testing if they or a member of their household have symptoms and stay in isolation as per Government Guidelines). Letter or email will describe new procedures including frequent, hand washing and catch it, bin it.            Staff with symptoms or household have symptoms, to inform HR, and keep us updated of results of test.</p> <p>Symptoms as per Government advice are</p>

			<p>taken as</p> <ul style="list-style-type: none"> <li>• a new continuous cough</li> <li>• a high temperature</li> <li>• a loss of, or change in, your normal sense of taste or smell (anosmia)</li> </ul> <p><b>Working from Home</b></p> <p>Where possible working from home will be implemented for staff not involved in learner support, delivery support delivery staff, HR will designate and agree a minimum on site presence of non-delivery staff supporting the delivery staff, employer and candidates' learners accessing the Centre.</p> <p>Staff in any of the vulnerable/shielding group already working from home continue to do so in line with Government guidance.</p> <p><b>Pre -Return to work Staff</b> telephone contact HR prior to return to work, to agree next steps at an individual level.</p>
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			<p><b>Candidate on boarding letter</b> prior to arrival – to inform them of Covid 19 steps at centre and remind learners or candidates what to do if they or a member of their household is ill with covid 19 symptoms in the last 14 days of test date not to attend but rebook.</p> <p><b>Signage at Entrance</b> about Covid 19 if you have symptoms or member of your household in last 14 do not enter, Signage to include reminder of official symptoms.</p> <p><b>Covid 19 Register self-declaration</b> Centre require a self-declaration/ or register from staff, learners and candidates they don't have symptoms nor does a member of their household (requires control systems) for each day they attend should also tell them what to do if they start to have symptoms during the day.(Requires what to do if you feel unwell with any of these symptoms during your visit. Remind them of social distancing rules and frequent hand washing)</p>
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<p><b>Travel to and from Centre/and guidance of use of centre</b></p>	<p>Risk of Staff, Learners Candidates contracting Coronavirus whilst travelling to or from Centre and preparing them to reduce risk at centre</p>	<p>Staff/Learners candidates</p>	<p><b>Travel Guidance prior to coming to centre based on that from Government</b>  <b>Remind Staff and Learners/ Candidates of options to get to centre Cycling</b> or travel by car based preferred on Government advice for public transport (Face Coverings for personal use on public transport).</p> <p><b>Learner Letter/Guidance – Learner letter will ask learners to bring.</b>          Their own pens/pencils etc.          Their own food and drink for each day of attendance.          Bring tissues so they can follow catch it bin it rules whilst travelling to whilst in and travelling back from centre to reduce risk to themselves and others.</p>
<p><b>Entrances/ Hallways/Stairwells</b></p>	<p>Covid 19 Controls – reduce risk of infection from queuing to get into building and maintain social distancing</p>	<p>Staff/Visitor/ Learners</p>	<p><b>Signage at Entrance</b> about Covid- 19 if you have symptoms or member of your household in last 14 do not enter, Signage reminder of symptoms.</p> <p><b>Signage</b> on Covid-19 to maintain social distancing of 2m and camera or automatic call system release to door, or door open systems at entrance as appropriate based on number attending</p>

			<p>Signs encouraging hand washing/ hand sanitising on entry.</p> <p><b>One-way system</b> to maintain social distancing signs where possible clear signage separate entrance and exits.</p> <p><b>Hand Sanitiser Station</b> Provide hand sanitiser station at door (checked twice daily)</p> <p><b>Queue Control - Q here sign at entrance</b> Make it clear where centre entrance is with 2m markers</p> <p><b>Staggered Start times and break times</b> to be used where appropriate staff times – bring classes in at different times to minimise traffic in hallways</p> <p><b>Cleaning Common area remove or tape off unneeded furniture</b> clean door handles and high contact items, bannisters in entrance and learners at start of day middle of day end of day using appropriate cleaning solution and paper towels, dispose of paper towel appropriate, see cleaning</p>
<p><b>Offices/Classroom</b></p>	<p>Risk of Coronavirus contamination from other users</p>	<p>Staff/Visitors/Learners/ Candidates.</p>	<p><b>Social distancing-</b> Where possible staff will be allocated an office or classroom to work from</p>

	<p>within offices and classrooms</p>		<p>and a work group.</p> <p><b>Handwashing/Hand sanitiser</b> Staff will be encouraged to handwash at the start of the day during the day (Signage) and use hand sanitiser every time they entry an office.</p> <p><b>Doors</b> Office Doors where possible should be left open during the day to reduce risk spread by hand contact via doors (Fire doors should be left closed).</p> <p><b>Windows</b> where possible staff will be encouraged to open a window during the day to encourage ventilation as this discourage virus spread, windows will be closed at night on leaving.</p> <p><b>Office and Classroom Desks</b> will be laid out along with signage to encourage social distancing of 2m. Where this is not possible back to back working and barrier between desks, will be used in line with Government guidance. Desks that are not to be used should tape-off or clearly signposted as not for use.</p> <p><b>Staff Desk</b> usage - staff will be allocated a desk</p>
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			<p>and staff will be discouraged from using other desks. Desks not to be used should, removed or if they cannot be removed taped off or clearly signposted as not for use.</p> <p><b>Learner Desks.</b> – Learners are to be asked by delivery staff to stay at the same desk throughout the day all day (Signage to that effect)</p> <p><b>Hand sanitiser-</b> Each Office and Classroom will have hand sanitiser stations these will be checked daily learners and staff will be encouraged to use hand sanitiser on entering a classroom</p> <p><b>Office desk Cleaning and Clear desk policy</b> – Staff will be asked to clear their desks at the end of the day and are to clean their own work desk with cleaning agent provided at the start of each day.</p> <p><b>Classroom Desks and chairs,</b> cleaning. Chair where possible will be of hard plastic for cleaning purposes desks and chairs will- cleaned after a classroom has been used at the end of the day of use.</p> <p><b>Classroom Signage –</b></p>
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			<p>Classrooms will have a reminder of Covid 19 social distancing rules, handwashing, and use of tissues when coughing or blowing nose.</p> <p><b>IT Equipment Staff –</b> Staff will be allocated a PC keyboard and mouse, phone staff will be encouraged to clean the screen, keyboard and mouse phone during the working day as part of reducing the risk of contamination. (Signage)</p> <p>IT Equipment should be switched off prior to cleaning, cleaning should use the disinfecting spray, and or wipes available via MITSkills HR, do not use other cleaning materials as this may put yourself at risk or cause damage to equipment. Cleaning gloves are available on request.</p> <p><b>Printing and Photocopying</b> This should be kept to a minimum. Staff will be asked to use hand-sanitiser prior and after to using photocopier, loading paper, or toners. <b>Sanitiser station next to photocopier</b> printers will be checked daily</p> <p><b>Social Distancing should be maintained</b></p>
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			<p><b>at Printer (Signage)</b>          Queuing of no more than two at printer- staff should return to desk if there are one at printer and one waiting.</p> <p><b>Office equipment –</b>          Pens paper, paper clips, staplers,</p> <p>Staff -Pens and pencils are not be shared.</p> <p>Stationary should not be shared.</p> <p>Common item such as stapler – staff advised hand sanitizer before and after us, or to wash hand where sanitiser cannot be use.</p> <p>Learner and Candidates are asked to bring their own pen, pencil, calculators as required.</p> <p><b>PPE –</b> Currently the Government advice is no additional PPE is advised unless where there is a need for decontamination cleaning in the event of a someone with covid 19 entering or coming down with Covid 19 symptoms. (See cleaning)</p> <p><b>Bins –</b> to be cleaned out daily see cleaning</p>
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<p><b>Toilets and Hand washing</b></p>	<p>Risk of covid 19 from other users' contamination</p>	<p>Staff and learners/candidates</p>	<p>Toilet facilities.</p> <p>Learner and Candidates should be briefed by member of staff on where toilet facilities and number restrictions to maintain social distancing.</p> <p><b>Main Door of Toilet</b> - Where possible leave main entrance door open. (Install in use sign system where appropriate)</p> <p><b>Signage</b> to tell individuals about changes</p> <p>Install kick plates where appropriate to allow doors to be opened with feet.</p> <p><b>Cubicles/Urinals</b> to be closed off unless matching social distancing requirement or closed cubicle taped off between each cubicle with sides as barrier. Hand sanitiser to be placed at entrance to cubicles and in cubicles to allow user to clean hands in cubicle, and on leaving toilet, or when external main door is closed'</p> <p><b>Handwashing facilities</b> some sinks will be closed where social distancing prevent use</p>
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			<p>hand soap the hand soap will be checked twice daily.</p> <p><b>Signage on Handwashing</b> – laminated copies of how to wash hands correctly above sinks that are to be used allowing for social distancing.</p> <p><b>Electric hand driers</b> – to be checked daily and encouraged as main hand drying to reduce cleaning staff handling or cross contaminating towels or paper towel waste.</p> <p><b>Windows</b> – where possible at least one window will be left open to encourage ventilation.</p> <p><b>Cleaning - Toilets to be cleaned as per covid 19 cleaning daily see Cleaning.</b> Toilets will be checked start/ middle and end of day to ensure standards are being maintained</p>
<p><b>CSCS Test Centre</b></p>	<p>Risk from Covid 19 spread by learners or Staff</p>	<p>Staff and Candidates</p>	<p>The following will be offered based on guidance document by ITC as part of opening CSCS Centre combined with Government Guidance where ITC guidance does not match the Government</p>

			<p>Guidance, we have made this clear.</p> <p>MITSkills will remind candidates prior to coming to the centre that the Government Guidance is to Catch it, Bin it and advice they should bring their own tissues to comply with this Guidance</p> <p>. ITC requires MITSkills to provide candidates with tissues this will be based on candidates requesting them these will be individual packets to reduce risk of cross contamination – it is not in Government Guidance that service provider should do so.</p> <p>. The centre will be operated consistently with the other points within this risk assessment but will have the additional points.</p> <p>• MITSkills will confirm to candidates they are permitted to use their own surgical gloves within the test centre.</p> <p>Candidates should provide the gloves themselves and must not have been used prior to entry to the centre only be put on</p>
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			<p>within the centre. MITSILL will provide Surgical Gloves where a candidate requests them . This is on the basis on the basis can confirm they know how to use them having reviewed PHE guidance. (A poster will be provided) Candidates will be asked to confirm they know how to use these appropriately and asked to confirm this via a control document. (ITC to confirm what Government or trade body Guidance this was based on noting that no PPE outside the norm has been recommended except for cleaning by the Government but this specified is ITC guidance for opening the test centre).</p> <p>Candidates using gloves must dispose of gloves in the bins provided after use, these will be bagged and binned at the end of each day see waste control.</p> <p>Gloves are not a replacement for washing hands or use of hand sanitiser candidates will be asked to do one of these on entry to the test centre and to use hand sanitiser prior to use of IT equipment.</p>
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			<p><b>Staff and Candidates during Logon for tests.</b> The test centre will be laid out to ensure social distancing between the staff logging on to the test and between candidates Staff will use hand sanitiser prior to logon candidates on to the individual computer and wipe the equipment prior to use by the candidate equipment as below</p> <ul style="list-style-type: none"><li>• Cleaning IT equipment after use by each candidate by Test Staff.<ul style="list-style-type: none"><li>– will be cleaned in an appropriate method based on Government Guidance for non-clinical environments</li></ul>Equipment will be wiped with a disposable damp (not wet) paper towel or disinfectant wipes, or with appropriate hygiene spray, the paper towels or wipes to be disposed of in tied rubbish bags. – PPE staff are advised to wear disposable gloves and to wash hand before and after carrying out cleaning.</li><li>• Provide hand sanitiser and regular hand washing opportunities for each candidate. Each candidate will to have access to a hand</li></ul>
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			<p>sanitiser stations adjacent to test areas and rest areas</p> <ul style="list-style-type: none"> <li>• Arrangements for test candidates and social distancing.</li> </ul> <p>MITSkills will provide test staff and candidates with clear 2m guidance for between staff candidates. Candidates not observing social distancing will be asked to leave</p> <ul style="list-style-type: none"> <li>• Adhering to social distancing guidelines for candidates in rest and refreshment areas.</li> </ul> <p>Candidates will be asked to bring their own food and drink for the test period – a rest area will be provided with appropriate social distancing.</p> <p>Bottled water will be available for candidates.</p>
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<p><b>Canteen Facilities and Staff Kitchen</b></p>	<p>Risk from Covid 19 spread by learners or Staff using Canteen</p>	<p>Staff / Learners and</p>	<p>Canteen operations and food production will be suspended.</p> <p>Staff kitchen area will only be available for water and not storage, reheating of food, or making hot drinks -</p> <p>Where it is offered it will be based on Government Guidance.</p> <p>Staff and learners and Candidates will be asked to bring their own food and drink for the day, we will not provide food cold storage overnight and staff and learner should bring food only for themselves sharing of food , cutlery cups or crockery discouraged to reduce the risk of spreading the virus.</p> <p>A social distancing-based area will be provided as a rest area. - Furnishing will be plastic chair where possible.</p> <p>Bottled water will be provided at cost.</p> <p>Breaks and lunches will be staggered.</p> <p>Signage will reinforce Social distancing. Not to move chairs Tables will have “sit here” location signs to maintain social distancing.</p>
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			<p>Where leaner and staff numbers increases, we will use barrier methods for seating areas where appropriate to maintain a reduced risk.</p>
<p><b>Cleaning</b></p>	<p>Risk to staff of Covid 19 cleaning in areas where body fluids may be present – such as toilets or decontaminating where an individual comes down with Covid 19 Symptoms during the day.</p>	<p>Cleaning Staff</p>	<p>Cleaning staff will follow the guidance on Gov.UK</p> <p>Cleaning will be on an enhanced basis.</p> <p>Cleaning in non-healthcare settings</p> <p>In the case of toilets, and areas and where there is potential of contamination from an individual showing covid-19 symptom during their visit the following guidance will be followed.</p> <p>Cleaning staff will follow the guidance on Gov.UK</p> <p>Staff are advised that nothing that is electrical should be cleaned by liquids or wet cloths – unless isolated and then only with approval from management due to the risk of electrocution. AM2 based test bays equipment for example must only be cleaned when isolated this must be confirmed with management.</p>

			<p>IT Equipment should be switched off prior to cleaning, cleaning should use the disinfecting spray, and or wipes available via MITSkills HR, do not use other cleaning material as this may put yourself at risk or cause damage to equipment. Cleaning gloves are available on request.</p> <p><b>What you need to know</b></p> <ul style="list-style-type: none"> <li>• cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.</li> <li>• wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</li> <li>• using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products</li> </ul>
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			<p>you normally use. Pay attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles</p> <ul style="list-style-type: none"> <li>• if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron</li> <li>• wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</li> </ul> <p>The risk of infection depends on many factors, including:</p> <ul style="list-style-type: none"> <li>• the type of surfaces contaminated</li> <li>• the amount of virus shed from the individual</li> <li>• the time the individual spent in the setting</li> <li>• the time since the individual was last in the setting</li> </ul> <p>The infection risk from coronavirus (COVID-19)</p>
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			<p>following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.</p> <p><b>Principles of cleaning after the case has left the setting or area</b></p> <p><b>Training</b></p> <p>MITSkills HR will Cleaners have read the current guidance for Cleaning and Waste Cleaners guidance will included being shown where they find additional PPE mentioned in this guidance within the Centre and shown posters from PHE (Public Health England) on how to use PPE mentioned correctly, this will be supported by the PHE video as appropriate.</p>
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			<p><b>Personal protective equipment (PPE)</b>          The minimum <u>PPE</u> to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</p> <p>If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where unwell individuals been in prolonged contact or there is visible contamination with body fluids, then the need for additional PPE might be necessary. MITSkills will be provide PPE to protect the cleaner’s eyes, mouth and nose.</p> <p>(Eye protection and masks).</p> <p>Requires signage and instruction for correct fitting of mask and eye protection where used</p> <p>Cleaning and</p>
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			<p>disinfection</p> <p>Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.</p> <p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</p> <ul style="list-style-type: none"> <li>• objects which are visibly contaminated with body fluids</li> <li>• all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells.</li> </ul> <p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:</p> <ul style="list-style-type: none"> <li>• use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine</li> </ul> <p>or</p>
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			<ul style="list-style-type: none"> <li>• a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses</li> </ul> <p>Avoid creating splashes and spray when cleaning.</p> <p>Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</p> <p>When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</p> <p>Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.</p>
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			<p><b>Bins</b></p> <p>Where an individual with covid 19 symptoms has used bins, for example disposing of tissues, food, drinks container or personal item then the bin should be emptied wearing appropriate PPE, and the waste contents disposed of in accordance with the Waste Disposal process described in Waste Below. The bin should be disinfected using the solutions as described above.</p> <p><b>Waste</b></p> <p>There will be signage advising cleaning staff and all staff about handling waste was produced from cleaning following an individual having Covid 19 symptoms on site, waste from toilets will be handled in the same manner.</p> <p>A holding area for such waste will be clearly defined and marked with warning signage the holding area will have labels to label plastic bags to input date and time of disposal.</p> <p>Waste from possible cases and cleaning of areas where possible</p>
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			<p>cases have been (including disposable cloths and tissues and used disposable gloves and aprons used as ppe):</p> <ol style="list-style-type: none"> <li>1. Should be put in a plastic rubbish bag and tied when full.</li> <li>2. The plastic bag should then be placed in a second bin bag and tied.</li> <li>3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.</li> </ol> <p>Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</p> <ul style="list-style-type: none"> <li>• if the individual tests negative, this can be put in with the normal waste</li> <li>• if the individual tests positive, then store it for at least 72 hours and put in with the normal waste</li> </ul> <p>If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by local waste collection</p>
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			<p>authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. The contractor should supply us with orange clinical waste bags to place your bags into so the waste can be sent for appropriate treatment, these must be used</p>
<p><b>Cleaning</b></p>	<p>Areas with no risk of body fluids or where no known Covid 19 symptomatic individual has been</p> <p>Covid 19 contamination from through traffic or asymptomatic individual contact</p>	<p>Staff, Visitors, Learners, Cleaners</p> <p>Covid 19 contamination from through traffic or asymptomatic individual contact</p>	<p>MITSkills will adopt enhanced cleaning regime.</p> <p>Classroom hard surfaces to be disinfected daily. Seat and desks.</p> <p>Office, rest areas and common areas hard surfaces to be disinfected daily.</p> <p>Floors to be steam cleaned prior to opening and steam/ or mopped clean weekly.</p> <p>Bins emptied and waste bagged daily.</p> <p>Bins to have new liners daily.</p> <p>Handrails to be wiped daily.</p> <p>Door handles to be wiped daily, / plates.</p>

			<p><b>Training</b></p> <p>MITSkills HR will ensure Cleaners have read the current requirement for Cleaning and Waste control. Cleaners will be shown where they can find additional PPE mentioned in this guidance within the Centre and shown posters from PHE (Public Health England) on how to use PPE mentioned correctly, this will be supported by the PHE video as appropriate.</p> <p>PPE to be worn by Cleaners glove and disposable Apron as a minimum.</p> <p>Disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</p> <p>PPE should be double bagged and disposed of once used.</p>
<p><b>Hand sanitiser Unit – (Alcohol based Gel)</b></p>	<p>Risk of Fire, misuse of product, or being used or using hand sanitiser when hand washing is more appropriate.</p>	<p>Staff, Leaners, Visitors</p>	<p>Handling and Control It is important to take note of the following;</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reserve stocks of hand sanitizer (and other flammable liquids) in the workplace should be kept in a lockable metal cupboard. Which should</li> </ul>

			<p>have a flammable sticker on it</p> <p>COSHH – the appropriate manufacturer data sheet will be obtained and made available at all first aid point and in the control cupboard</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The hand rub/gel must be kept away from naked flames and ignition sources.</li> <li><input type="checkbox"/> Dispensers should not be sited directly above or adjacent to electrical sockets or switches. Dispenser points will be clearly marked</li> <li><input type="checkbox"/> Signpost showing the effective use of hand sanitizer/gel to all, and signage flagging general and manufacturer identified risks including at the site of each sanitizer unit – Signage will include the following</li> </ul> <p>For external use only.</p> <p>Avoid contact with eyes</p> <p>Not to be used if you have broken skin.</p> <p>Not for use by children</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The maximum container size should be 1 litre.</li> </ul>
	<p>Individual develops Covid 19 symptoms or becomes unwell on site. Risk to other of infection –</p>	<p>Staff., Candidates/Learners Visitors</p>	<p>If staff, learners, candidates, visitors young people or children develop coronavirus (COVID-19) <a href="#">symptoms</a> while at the Centre they must be sent home</p>

	<p>minimise risk to others while maintaining support for individual (Advice as per Department of Education)</p>		<p>The following control steps are from the guidance issued by the Department of Education (Valid 31<sup>st</sup> May) – within the guidance the Department of Education the following was advised</p> <p>If anyone develops coronavirus (COVID-19) <a href="#">symptoms</a> in an education setting they must be sent home and advised to follow the <a href="#">staying at home guidance</a>.</p> <p>If a learner or candidate is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the learner and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>
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			<p>PPE should be worn by staff caring for the learner while they await collection, if a distance of 2 metres cannot be maintained e.g. require emergency first aid, or they have trouble walking etc.</p> <p>In this case MITSkills will adopt the PPE guidance for First Aid responders., by Government</p> <p><b>Personal protective equipment (PPE)</b></p> <p>MITSkills will have the following recommended PPE available from HR and at designated first aid PPE points.</p> <p>Where it is not possible to maintain a 2 metre or more distance away from an individual, disposable gloves and a disposable plastic apron are recommended. Disposable gloves should be worn if physical contact is likely to be made with potentially contaminated areas or items.</p> <p>The use of a fluid repellent surgical face mask is recommended and additional use of disposable eye protection (such as face</p>
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			<p>visor or goggles) should be risk assessed when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.</p> <p>When using a fluid repellent surgical face mask, you should mould the metal strap of the mask over the bridge of the nose and make sure the mask fits snugly under the chin, around or across any facial hair if present.</p> <p>Clean your hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. In all circumstances where some form of PPE is used, the safe removal of the PPE is a critical consideration to avoid self-contamination. <a href="#">Guidance on putting on and taking off PPE is available.</a> Use and dispose of all PPE according to the instructions and training provided by your employer or organisation.</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care Centre or a hospital.</p>
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			<p>If a member of staff has helped someone who was taken unwell with coronavirus (COVID-19) <a href="#">symptoms</a>, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. You can find <a href="#">guidance on cleaning in non-healthcare settings</a></p>
<p><b>First Aid</b></p>	<p>Additional risk to first aid responders of Covid 19 infection from individuals requiring first</p>	<p>Additional risk to first Aiders/ plus risk to those supporting first aider</p>	<p>As there is currently sustained community transmission of COVID-19 throughout the UK, there is an increased likelihood of any individual in the community having the infection</p> <p><b>Training</b></p> <p>MITSkills HR will ensure all first aiders have read the current guidance for First Aider from the Government see guidance below. First Aiders will be shown where they find additional PPE mentioned in this guidance within the Centre and shown posters from PHE (Public Health England)</p>



			<p>on how to use PPE mentioned correctly, this will be supported by the PHE video.</p> <p>MITSkills will designate at least isolation room/first aid room for isolation of individual showing covid 19 symptoms or requiring treatment recognizing that some individual may have to be treated in situ.</p> <p>This guidance is for all situations where close contact (defined as being within 2 metres of an individual) is required during first responder duties.</p> <p>Where possible, all contact with members of the public should be carried out while maintaining <a href="#">social distancing measures</a> – a distance of at least 2 metres (6 feet). Where this is not possible, the principles for the <a href="#">Hierarchy of Risk</a> should be applied, using measures such as physical barriers and alternative working practices and, as a final measure, the use of personal protective equipment (PPE) based on risk assessment where other safe working systems alone may not be feasible or</p>
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			<p>may be insufficient to mitigate the risk of transmission of COVID-19.</p> <p>The best way to protect yourself and others is through rigorous cleaning, personal hygiene and regular hand hygiene. An increased frequency of cleaning and disinfection of all surfaces and equipment, using standard household cleaning and disinfection products, is recommended. MITSkills has adopted these see Cleaning above</p> <p>After contact with any member of the public, clean your hands thoroughly with soap and water or alcohol hand sanitiser at the earliest opportunity. This advice is applicable to all situations, regardless of whether there was close contact or the minimum 2 metre social distancing was maintained.</p> <p>Avoid touching your mouth, eyes and nose.</p> <p>There are no additional precautions to be taken in relation to cleaning your clothing or uniform other than what is usual practice.</p> <p><b>What to do if you are required to come into</b></p>
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			<p><b>close contact with someone as part of your first responder duties</b></p> <p><b>Personal protective equipment (PPE)</b></p> <p>MITSkills will provide PHE Signage at First Aid Points to remind First Aiders how-to put-on PPE listed here. (PHE Poster)</p> <p>Where it is not possible to maintain a 2 metres or more distance away from an individual, disposable gloves and a disposable plastic apron are recommended. Disposable gloves should be worn if physical contact is likely to be made with potentially contaminated areas or items.</p> <p>The use of a fluid repellent surgical face mask is recommended and additional use of disposable eye protection (such as face visor or goggles) should be risk assessed when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.</p> <p>When using a fluid repellent surgical face mask, you should mould the metal strap of the mask over the bridge of the nose and make sure the mask fits snugly</p>
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			<p>under the chin, around or across any facial hair if present.</p> <p>Clean your hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. In all circumstances where some form of PPE is used, the safe removal of the PPE is a critical consideration to avoid self-contamination. <a href="#">Guidance on putting on and taking off PPE is available</a>. Use and dispose of all PPE according to the instructions by MITSkills waste section of the risk assessment</p> <p><b>Cardiopulmonary resuscitation</b></p> <p>If you are required to perform cardiopulmonary resuscitation (CPR), you should conduct a risk assessment (in the Police this would be a “dynamic risk assessment”) and adopt appropriate precautions for infection control.</p> <p>In adults, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. Compression-only CPR may be as effective as</p>
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			<p>combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen).</p> <p>Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective.</p> <p>If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available.</p> <p>Should you have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days. Should you develop such symptoms you should follow the advice on what to do on the <a href="#">NHS website</a>.</p> <p><b>Providing assistance to unwell individuals</b></p> <p>If you need to provide assistance to an individual who is <a href="#">symptomatic</a> and may have COVID-19, wherever possible, place the person in a place away from others. If</p>
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			<p>there is no physically separate room, ask others who are not involved in providing assistance to stay at least 2 metres away from the individual. If barriers or screens are available, these may be used.</p> <p><b>Cleaning the area where assistance was provided</b></p> <p>Cleaning will depend on where assistance was provided. It should follow the advice for cleaning in <a href="#">non-healthcare settings</a> see MITSkills risk assessment above. Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids can be cleaned in the usual way. However, all surfaces that a symptomatic individual has come into contact with must be cleaned and disinfected.</p> <p><b>If there has been a blood or body-fluid spill</b></p> <p>Keep people away from the area. Use a spill-kit if available, using the PPE in the kit or PPE provided by your employer/organisation and following the instructions provided</p>
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			<p>with the spill-kit. If no spill-kit is available, place paper towels/roll onto the spill, and seek further advice from emergency services when they arrive.</p> <p><b>Contacts of the person you have assisted</b></p> <p>Advise anyone who had close contact with the individual that if they go on to develop symptoms of COVID-19 (a new continuous cough, fever or a loss of, or change in, normal sense of taste or smell), they should follow the advice on what to do on the <a href="#">NHS website</a>.</p> <p>If you have already been given specific advice from your employer about who to call if you become unwell, follow that advice.</p> <p><b>If you develop symptoms</b></p> <p>If you develop symptoms of COVID-19, however mild, you will need to stay at home for at least 7 days. Refer to the advice on the <a href="#">NHS website</a> and the <a href="#">Stay at home guidance</a>.</p>
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<p><b>Payment</b></p>	<p>Risk of covid 19 via Cash or frequent used card methods</p>	<p>Staff/visitors</p>	<p>The Government has issued the following guidance</p> <p>“Business should encourage contactless methods of payment where possible”</p> <p>MITSkills has reduced cash handling on site by closing canteen facilities.</p> <p>MITSkills has reviewed advice being offered and has opted to offer payment by website, and by bank transfer. These are our preferred payment option, but recognise there are equality concerns in relation to not offering a Cash option</p> <p>Cash will be accepted in exceptional circumstances and due to washable property Bank of England Notes and Coins will be accepted – where this is used staff will use the following handling to reduce risk.</p> <p>Wash hands or use hand sanitiser before and after handling cash. Nitrile Gloves may be used as PPE.</p> <p>Bank of England sterling notes and coins can £5, £10, £20 notes are polymer, as can UK coins can be washed in</p>
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			<p>mild disinfectant solution see Cleaning for description of cleaning solutions.</p> <p>Where this is not possible Cash must be bagged for 72 hours the bag must be clearly labelled on the date it was collected and time and handled for 72 hours not re handled.</p>
<p><b>Deliveries/Post</b></p>	<p>Covid 19 contaminated delivery's and or post increases risk of infection</p>	<p>Staff.</p>	<p>Deliveries to be changed to reflect guidance on 72 hours reflected in Government advice will be handled as follows.</p> <p>Staff must not order personal deliveries to the centre as this increases number of deliveries.</p> <p>There will be a delivery point designated within the centre this will be clearly sign posted.</p> <p>Where possible a named member of staff will take charge of the delivery point.</p> <p>Where possible deliveries should be booked to the centre, a diary will be available to ensure booking can be seen and staff are asked to aim to have 30minutes between bookings where possible</p> <p>Staff are asked not to order perishables to be delivered.</p>

			<p>We will adopt the 72-hour rule for deliveries to minimise risk where practicable. Deliveries will be dropped into the deliver-point.</p> <p>All large items should be booked</p> <p>The delivery container will be replaced daily and rotated to ensure 72 hours elapse prior to deliveries being opened.</p> <p>Post we will arrange a post boxes to receive post this will be rotated to ensure at least 72 hours lapse between deliver and post coming into the post in tray.</p> <p>Large deliveries must be flagged, and delivery time agreed please see HR before arranging any delivery over 10 kg weight.</p>
<p><b>Fire</b></p>	<p>Covi-19 additional risk in the event of fire</p>	<p>Staff Visitors, learners' candidates</p>	<p>Covid-19</p> <p><b><u>Fire Drills</u></b></p> <p>Due to the additional risk of Covid-19 being spread during fire drill MITSkills will suspend fire drills recognising that these would force individual to break social distancing rules for essentially a practice.</p>

			<p>MITSkills HR will brief all staff and have them confirm they have read the risk assessment prior to returning to work.</p> <p>Fire Drills will be replaced with in work briefing (desktop exercises) of what to do in the event of fire. This will include alarm testing which those in the building will be warned off.</p> <p>Learners and Candidates will be briefed on there are no fire drills and where they should go in the event of fire.</p> <p>Fire Marshalling Points will be reviewed and confirmed Staff, Learners and Visitors will be reminded to social distance in the event of an alarm.</p> <p>In the event of fire, the need to clear the build supersede social distancing and quickly (Government Guidance is on the basis that where 2m cannot be maintained the aim will be to keep contact time below 15 minutes to the assembly point)</p>
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<p><b>Workshops</b></p>	<p>Risk of Covid-19 from interaction in Workshops</p>	<p>Risk is to Staff, Learners, Candidates Visitors</p>	<p>The following will be offered based on guidance document by the Government. We refer to construction and other outdoor work as part of guidance for this and MITSkills notes that no additional PPE above what is normally required is recommended for educational establishments, our for construction and outdoor work (May 2020).</p> <p>Staff will be asked to ensure learners, candidates and visitors are briefed on the additional safety requirements on entering the workshops.</p> <p>Face Coverings are optional for Staff, Learners and visitors and are not a legal requirement. The guidance is given below this is not recognised as PPE but MITSkills will support those opting to wear these where it does not interfere with PPE, Guidance is given.</p> <p>Where staff opt to use face covers, they will be asked to wear an identification badge so that learners can identify who they are talking with.</p> <p>Wearing a face covering is optional and is not</p>
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			<p>required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off. You should be prepared to remove your face covering if asked to do so by police officers and staff for the purposes of identification.</p> <p>MITSkills will support workers in using face coverings safely if they choose to wear one. This means telling staff, learners or visitors:</p> <ul style="list-style-type: none"><li>• wash your hands thoroughly with soap and water for 20 seconds or use hand sanitizer before putting a face covering on, and after removing it</li><li>• when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands</li><li>• change your face covering if it becomes damp or if you've touched it</li><li>• continue to wash your hands regularly</li></ul>
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			<ul style="list-style-type: none"> <li>• change and wash your face covering daily</li> <li>• if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste at home.</li> <li>• practice social distancing wherever possible</li> </ul> <p>You can make face-coverings at home. <a href="#">Find guidance on how to wear and make a face-covering on GOV.UK.</a></p> <p>MITSkills will use signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</p> <p>MITSkills will provide more waste facilities and more frequent rubbish collection for workshops.</p> <p>All bays will be provided with a bin with a waste bag learners will be asked to tie the bag</p>
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			<p>closed at the end of the delivery session and bag staff will dispose of tied bags</p> <p>Allocating parts, components and other sundries to individuals bays so candidates do not have to share supplies will be carried out before each lesson, observation or test.</p> <p>Use of Learner training bays, -where possible learners will use every second bay in workshops to ensure social distancing. Where this is not possible MITSkills will introduce screens to the bays between bays to reduce social distancing.</p> <p>Each bay will be provided with hand sanitiser and paper towel learner will be encouraged to clean as they go.</p> <p>Where this is not possible MITSkills will introduce screens to the bays between bays to reduce social distancing.</p> <ul style="list-style-type: none"> <li>• Arrangements for observing candidates from a safe distance will be in place.</li> </ul>
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			<p>MITSkills will use Cameras on training bays to support learner observation, or socially distancing barriers learners are to be informed where these are used.</p> <p>Two-person work will be discouraged where Staff identify two-person working is a requirement of the delivery course or for safety reason an individual risk assessment must take place and be documented. The work should not take place without this.</p> <p>Frequent cleaning of objects and surfaces that are touched regularly, such as tools, buckets, workshops equipment and control panels, switches, including after uses by staff learners-frequent use of wipe and clean as you go as the norm using damp paper towel and sanitizer MITSkills will encourage Staff and Learners to this practice, see section on Cleaning</p> <ul style="list-style-type: none"> <li>• Cleaning tools after use by each learner/candidate to place tools used in the plastic bucket provided for each bay. – Tools will</li> </ul>
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			<p>be cleaned in an appropriate method based on Government guidance for Cleaning at a minimum, tools that are not electric powered will be dipped in household disinfectant solution in line with Government cleaning guidance.</p> <p>Electrically powered tool will be wiped with a disposable damp (not wet) paper towel or disinfectant wipes, the paper towel or wipes to be disposed of in tied rubbish bags. – PPE for cleaning of tools staff are advised to wear disposable gloves, apron throughout the cleaning process and to wash hand before and after carrying out cleaning tools.</p> <p><b>How to clean and disinfect tools and equipment</b></p> <ol style="list-style-type: none"> <li>1. Protect from the possible transfers of germs to yourself by washing hands to wearing PPE. Wear PPE such as waterproof gloves for your hands and face shield and mask to protect your eyes, face, and mouth. Wear an apron to protect your clothing.</li> <li>2. Make sure all power is off and disconnected on power tools and equipment. Read the manufacturer's directions for cleaning to avoid possible damage</li> </ol>
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			<p>from liquids and chemicals.</p> <p>3. Clean surface with soap and water to remove all visible debris and stains, and some of the germs.</p> <p>4. Follow labelled instructions and safety data sheets on all containers of cleansing products/including wipes you use.</p> <p>5. Mixing a water and bleach solution. Check the bleach manufacturer's recommendation for mixing ratios. To disinfect, typical recommendation is to allow surface to remain wet for 5-10 minutes. Rinse thoroughly, and air dry.</p> <p>6. Remove disposable PPE and discard. Remove coveralls and place in a bag for washing in a bleach wash as per the bleach manufacturer's guidance.</p> <p>7. Wash your hands after removing all PPE.</p> <p><b>If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance, see Cleaning Section.</b></p> <p>• MITSkills will Provide hand sanitiser and regular hand washing opportunities for each learner/candidate. Each</p>
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			<p>candidate will to have access to a hand sanitiser stations adjacent to test areas and rest areas</p> <ul style="list-style-type: none"> <li>• Arrangements for observing candidates from a safe distance will be in place.</li> </ul> <p>MITSkills will provide assessment staff and candidates with clear 2m guidance for observing candidates. Where closer inspection is required staff will be encouraged to use one or more of the following as where allowed.</p> <p>An inspection barrier – or clear barrier fitted to the bay, if deemed appropriate).</p> <ul style="list-style-type: none"> <li>• Adhering to social distancing guidelines for learners/ candidates in rest and refreshment areas.</li> </ul> <p>Candidates will be asked to bring their own food and drink for the test period – a rest area will be provided with appropriate social distancing.</p> <p>Bottled water will be available for candidates.</p>
<p><b>Face Covering</b></p>	<p>Covid -19 Optional covers risk that staff/learners may not use</p>	<p>Staff/Learner/Visitors</p>	<p>.</p> <p>Face Coverings are optional for Staff,</p>

	<p>them in accordance with government guidance</p>		<p>Learners and visitors and are not a legal requirement. The guidance is given below this is not recognised as PPE but MITSkills will support those opting to wear these where it does not interfere with PPE, Guidance is given.</p> <p>Where staff opt to use face covers, they will be asked to wear an identification badge so that learners can identify who they are talking with.</p> <p>Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off. You should be prepared to remove your face covering if asked to do so by police officers and staff for the purposes of identification.</p> <p>MITSkills will support workers in using face coverings safely if they choose to wear one. This means telling staff, learners or visitors:</p> <ul style="list-style-type: none"> <li>• wash your hands thoroughly with soap and water for 20 seconds or</li> </ul>
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			<p>use hand sanitizer before putting a face covering on, and after removing it</p> <ul style="list-style-type: none"> <li>• when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands</li> <li>• change your face covering if it becomes damp or if you've touched it</li> <li>• continue to wash your hands regularly</li> <li>• change and wash your face covering daily</li> <li>• if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste at home.</li> <li>• practice social distancing wherever possible</li> </ul> <p>You can make face-coverings at home. <a href="#">Find guidance on how to wear and make a face-covering on GOV.UK.</a></p>
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<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

<https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf>

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

<https://www.hse.gov.uk/news/working-safely-during-coronavirus-outbreak.htm>

<https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>

(Note at the time of review most links in this last document were not working although document was the current HSE guidance in May 2020)