

Assessors	Elizabeth Williams, Esther Barnes, Hannah Barron
Job Title	Health & Safety / Facilities Manager, HR Director, HR Manager
Assessment date	17 th June 2020, V2 August 2020 EW, 03-11-2020 EB. 18-12-2020 EB. Feb 2021 V6: 25-03 EB V7: 08/07/2021&09/08/2021 (EW) 07/01/2022 (HB)
Location	Itec House
Consider who could be at risk	All staff, learners, customers, contractors, and visitors working or attending premises
Purpose of Risk Assessment	This risk assessment sets out Itec's approach in identify hazards and to outline what precautions measures, remedial strategies that will be implemented. The aim is to introduce suitable and sufficient control measures to reduce the risk of contracting the virus to as low a level as is reasonably practicable. We have undertaken a review of premises, people, processes, equipment & policies and procedures. Hazards considered include biological, chemical, ergonomic and psychosocial factors.

What are the Business hazards associated with COVID-19. Consider the potential risks	Control Measures – In Place What strategies will reduce the harm?	Further actions required
Infection prevention, cleaning and staff safety		
<p>Risk to staff health and wellbeing from transmission of virus whilst at work.</p> <p>The transmission of COVID-19 is thought to occur mainly through respiratory droplets generated by coughing and sneezing, and through contact with contaminated surfaces. The predominant modes of transmission are assumed to be droplet and contact.</p>	<p>The following control measures in place to provide a safe and healthy workplace during the COVID-19 pandemic:</p> <ul style="list-style-type: none"> • Risk assessment will be kept under constant review to ensure a safe place of work is maintained. Consulting, involving and communicating updates to staff, as required. • “COVID-19 Secure - Staff Guidance” developed advising of updated safety procedures implemented, setting out how staff must behave and the precautions they must adopt to keep themselves and others safe. • All staff advised that additional health, safety and wellbeing measures outlined in this risk assessment and in the staff guidance must be complied with and a breach of health and safety is a disciplinary offence that could result in disciplinary action up to and including dismissal. • Premises were deep cleaned prior to re-occupation and daily cleaning regimes are maintained by external cleaning company. • Appropriate public health posters and notices displayed around the workplace, to reinforce the importance of hygiene and cleanliness to all staff, learners, customers and visitors and to remind all of the key infection prevention requirements and maintaining safe distancing. • Based on the department and staff levels there maybe the requirement for managers to advice staff of any adjustments to the workspace or procedures required to be made 	<p>Continue to review public health and government guidance providing updates to all staff on changes to policies, procedures or practices as appropriate.</p>

PPE & Face Coverings

- Where PPE was already in place for a work activity to protect against risks, staff should continue to use them. As part of the risk assessment, it has been identified that additional PPE will be required for designated tasks such as first aid – please see section below.
- From Monday 28th February 2022 face coverings will now only be legally required only in retail, public transport and health and care settings. We are therefore lifting the requirement to wear face coverings across all of our premises with immediate effect. However, if you or your learners wish to continue to wear face coverings you can still do so.
- For learners on work placement and tutors / assessor visiting employers there will still be the requirement to abide by the arrangements in place at those workplaces.

Hygiene Measures

All staff are required to comply with the below control measures and Managers will be responsible for passing on information, monitoring and reinforcing measures:

- Follow good hygiene practice at all times while at work.
- Cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing.
- Dispose used tissues in the bin straight away.
- Do not touch face, eyes, nose or mouth if hands are not clean.
- Wash hands regularly with soap and water for at least 20 seconds (use hand sanitiser gel if soap and water are not available).
- Wash hands or use hand sanitiser when arriving and leaving work. Staff are encouraged to use hand sanitiser before and after entering shared areas (such as toilets, kitchens). Hand sanitiser is provided at entrances and exits to premises, and at convenient places around the workplace for staff to use.

Symptoms of COVID-19

- If you have symptoms, you must not attend the workplace, notify your line manager, arrange follow the latest government guidance in relation to Covid tests and self- isolation.
- Staff who are sick or self-isolating need to follow the normal company absence reporting procedures and notify their line manager. No employee should attend work premises if they are self-isolating, have COVID-19 symptoms or have tested positive for COVID.

Latest Guidance

- Always follow the latest self-isolation guidance and seek support from your Line Manager or the HR Department

When to self-isolate (Symptoms, tested positive or being notified as a close contact)

- Wales
 - [Self-Isolation government guidance](#)
 - [NHS Direct Wales](#)

	<ul style="list-style-type: none"> • England <ul style="list-style-type: none"> ○ Self-Isolation government guidance ○ NHS.UK 	
<p>Hot-desking and Equipment Sharing</p>		
<p>Hot desking and the sharing of equipment present hazards that could raise the risk of virus transmission.</p>	<p>The below control measures implemented for working in the office:</p> <p>Hot-desking Where hot-desking is required for specific roles, disinfectant wipes are provided and staff must clean equipment, desks and surfaces after use.</p> <p>Office Equipment You are provided with your own equipment for use and where possible sharing equipment should be avoided or wiped down before / after use. Staff are advised to clean desks and equipment used at the end of the day and throughout the day as necessary to maintain good hygiene. Staff are reminded of the Clear Desk Policy. Keeping surfaces clear of objects makes it easier to clean during the day and will support our external cleaning company to clean desks and surfaces areas. Fans can be used provided the re-circulated air does not blow over to another person. Opening windows / doors at the start and the end of the day to allow ventilation and optimising the amount of fresh air whilst balancing this with thermal comfort throughout the day. Air conditioning can be operated during business hours to ensure air flow is refreshed regularly.</p> <p>High-touch equipment High-touch equipment in the workplace includes items such as printers, photocopies, shredders, water machines, vending machine etc. Water machines are available in communal areas with the provision of disposable cups. Disinfectant sprays / wipes will be provided in these key areas, staff are advised to wipe down surfaces touched after each use.</p> <p>Refreshment equipment Kitchen areas are open but with limited access to include the kettle/hot water tap, fridge, and microwave only. Staff should bring in their own cutlery, crockery containers, food, and refreshments. Any containers brought in must be taken home at the end of the day and not be left on desks or in other areas. Please see section below in relation to use of the staff room.</p>	
<p>Workplace Social Distancing</p>		

<p>Effective social distancing is an element in reducing the transmission of COVID-19</p> <p>Social distancing refers to people being required to maintain a safe distance from each other, wherever possible.</p>	<p>Control and safety measures in place:</p> <ul style="list-style-type: none"> • Staff are encouraged to practice social distancing while in and around the workplace, while travelling to / from work and on work business, where possible such as avoiding nonessential contact with others, keeping a safe distance from others whenever possible and avoiding physical contact (for example: hugs, handshakes etc.) • Where possible staff will work side by side or back-to-back rather than face to face, where face to face work is required, desk dividers will be in place. Managers will advise of any changes to normal desk allocation. • Staff are encouraged to not move around the workplace unnecessarily and utilise the phone or other digital platforms to communicate with colleagues rather than going to others workspaces. • Distance taping on floors in queuing areas, such as around photocopiers, shredders and water machines. • Face-to-face meetings will take place in well ventilated rooms (windows open) • Phone/video conferencing meetings will take place on request or where appropriate. • On entering and leaving the meeting room, staff should wash or sanitise hands and clean the room down after use. Hand sanitiser will be provided in meeting rooms 	
<p>Communal Areas of the Workplace</p>		
<p>Some areas of the workplace may present a higher risk than others – Such as heavily used areas of the workplace are more likely to present an infection</p> <p>Risk of increased touching of door handles, taps and toilet flush handles.</p> <p>Frequent hand washing could lead to dermatitis transmission risk.</p>	<p>Additional control and safety measures in place:</p> <ul style="list-style-type: none"> • Staff should not congregate in communal areas such as reception, walkways, around photocopiers • Staff are encouraged to give way to each other and to respect each other's space. • Disabled staff will be prioritised where necessary e.g. disabled toilet use. <p>Toilets:</p> <ul style="list-style-type: none"> • All toilets cubicles are open for use • Toilets supplied with adequate supplies of hand cleaning products hot water, liquid soap, paper towels. • Managers will inspect areas to ensure cleanliness and supplies on a regular basis and replenish as required. Staff to report any items that need replenishing. • Handwashing instructions/ posters displayed in toilets. • Hand paper towels must be disposed of in the pedal bins provided immediately after use. • Staff are encouraged to use hand sanitiser before entering the toilet and encouraged to clean their hands thoroughly after using the toilet <p>Staff are encouraged to protect skin by applying hand cream / moisturizer and to report any skin conditions to HR</p>	

	<p>Corridors and Stairs</p> <ul style="list-style-type: none"> • Door wedges in place to hold open doors so they are touched less frequently. In line with fire regulations internal doors will at the end of the day or in the event of a fire have the wedges kicked away for the doors to close. Where internal doors are not wedged open, door handles are to be wiped or sprayed frequently during the day. • On the stairs, staff should give way to those coming down. • A one-way system for entering and exiting the upstairs area is marked out. 	
	<p>Staff Room</p> <ul style="list-style-type: none"> • Lunch breaks may be staggered to reduce those using rest areas at any one time. • Staff are encouraged to bring in their own food and are allowed to eat it at their workstations. • Anti-bacterial wipes will be provided. Staff advised to wipe surfaces and items touched after use, disposing of any rubbish in the bins provided. 	
	<p>Kitchen Areas</p> <ul style="list-style-type: none"> • Kitchens are opened with access to kettle/hot water tap, fridge, and microwave only • Staff to bring in their own cutlery, crockery, containers, food and refreshments. Any containers brought in must be taken home at the end of the day and not left on desks or in other areas. • No dishwasher or draining boards to be used. • Staff are to sanitise hands on entering and leaving kitchen as well as wiping all surfaces used. 	
<p>Entrance, Exits, Reception Areas, Including Contractors / Visitors / Deliveries</p>		
<p>Access to buildings may increase risk is all staff seek entrance at once.</p> <p>Leaving doors open risks of unauthorised people gaining access to premises.</p> <p>Visitors / deliveries or contractor workers visiting site may impact ability for everyone to comply with social distancing.</p>	<p>The below control measures will apply</p> <p>Deliveries</p> <ul style="list-style-type: none"> • Dedicated drop off area for delivery of goods, post and merchandise entering the building and disinfectant cleaning procedure established - Surfaces must be wiped down and staff must wash hands after packaging has been disposed of. • Staff must not arrange for any personal deliveries to be made to the work premises. <p>External Contractors</p> <ul style="list-style-type: none"> • Any contractor work, unless it is essential work, will take place out of normal opening hours. • Areas where contract work has taken place will be cleaned after the work has been completed • Guidance on premises control measures will be available on reception and provided to contractors prior to visiting the premises to undertake work. • Face coverings are available at reception <p>Entrance / Exits and Reception areas</p> <ul style="list-style-type: none"> • Perspex screen on reception desk fitted as an infection control measure. • Hand sanitiser is provided at entrances and exits and must be used. • Staff working on site are required to sign in and out using their own pen. • Signage at entrance to advise staff to wait to enter the building if others are in the reception area. 	

	<ul style="list-style-type: none"> Entrance and exit handles must be wiped frequently where due to security the business is unable to keep them open. NHS QR codes have been downloaded and made available at entrances. All are encouraged to download the NHS app and “check-in” to the premises. This is in addition to and does not replace the current signing in and out procedure of the premises. 	
	<p>Visitors</p> <ul style="list-style-type: none"> Access to premises for visitors will be limited Visitors will be signed in and out by reception staff in the logbook. Car licence plate numbers are entered into the tablet by reception staff. The tablet must be wiped down after each use. Visitor’s badges will be returned to a designated drop of area and wiped prior to re-use. 	
<p>Traveling to Work and Traveling for Business / Work</p>		
<p>Travel to and from work on public or shared transport may lead to greater risk of virus transmission.</p>	<p>The following safety arrangements will apply to travel arrangements</p> <ul style="list-style-type: none"> Staff are encouraged to travel alone or those within their households in their own vehicles where possible. Where cars are shared government guidance must be followed. Where public transport is used, staff are encouraged to comply with latest government guidance. The use of work vehicles, shared company cars, van and minibus will be limited for use and will be cleaned after each use with particular emphasis on high touch points. 	
<p>Vulnerable Groups</p>		
<p>Current guidance indicates that COVID-19 affected some individuals disproportionately.</p> <p>Some individuals may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection. This includes people in the vulnerable (moderate risk) and extremely vulnerable (high risk) categories</p>	<p>Safety and health arrangements apply to staff classified as vulnerable (moderate risk) or extremely vulnerable (high risk)</p> <ul style="list-style-type: none"> Managers and HR to identify staff who fall into vulnerable categories and will work together with the staff member to ensure adequate protection and support to help them to comply with government health recommendations. Staff must notify HR or their line manager to advise them if they fall into a vulnerable category. Staff in vulnerable groups, and those around them, must adhere to strict social distancing guidelines A Workforce risk assessment tool can be used by staff to undertake an individual self-assessment Risk assessments on an individual basis, may be undertaken and where appropriate any additional reasonable adjustments to duties and working arrangements may be made. Any staff member in doubt whether their health condition means they should not be attending their workplace should take advice from their GP or hospital doctor. <p>Pregnant employees are advised to follow strict social distancing. Pregnant staff should notify their line manager or HR, if they have not already done so, for an expectant mother’s risk assessments to be completed. Pregnant employees after 28 weeks’ gestation are required to follow current NHS advice, discuss with their GP / midwife and with line managers / HR for appropriate additional measures to be implemented based on individual needs.</p>	

	Reasonable adjustments will be made to avoid disabled workers being put at any disadvantage. Staff members are advised to contact the HR department to discuss individual circumstances & support required.	
Staff Mental Health and Wellbeing		
Some staff may feel isolated, face difficulties balancing home and work life. Some staff may risk poor mental health caused by the impact of COVID-19.	<p>The following control measures are in place to support all staff</p> <ul style="list-style-type: none"> • Staff that have suffered recent bereavement and may need time-off, and other support should contact line managers or HR. Support information available on google classroom or available from HR • Staff that have concerns are encouraged to contact their line manager or HR to discuss. • A google classroom has been set up and all staff invited to join. The site provides wellbeing resources, support and guidance. Staff encouraged to join the classroom and access support required or contact the HR department if they have any questions in respect of their wellbeing. 	
Cases of Possible Infection On-Site		
An individual becoming unwell while on-site or a symptomatic person using a site could lead to an increased risk of transmission to others.	<p>If an individual on site becomes unwell in the workplace with suspected COVID-19 symptoms they will be sent home and advised to follow government advice to self-isolate:</p> <ul style="list-style-type: none"> • The business will provide a designated isolation area where the individual with suspected COVID-19 symptoms will be directed to until they are able to leave the site. • H&S and HR must be notified immediately, to coordinate the cleaning of areas with disinfectant after the individual has left to reduce risk to others. In line with guidance. 	
LFT – Self Testing		
Risks associated with testing, non-reporting, poor uptake, communication etc. stock levels, disruption in supply, storage temperature guidance	<p>Clear guidance developed for eligible staff and learners / participants that includes information about the testing and the benefits, frequently asked questions, how to administer the self-test, including explainer video. Process set up for collection and delivery of tests to staff, control measures outlined in guidance including wearing of face coverings and social distancing requirements when issuing tests.</p> <p>Online reporting system set up to make the reporting of test results accessible for staff</p> <p>Suitable storage in line with temperate guidance and in FAQ for staff</p>	
First Aid		
<p>Increased risk to those administering to first aid.</p> <p>Due to lockdown or adjustment to staff attending premises risk of adequate first aid cover</p>	<p>First aid guidance in the Health and Safety Procedures must be followed (HS007a - Available on People HR). First aid risk assessment has been reviewed and the following safety arrangements applied</p> <ul style="list-style-type: none"> • Staff to ensure emergency contact details are current and up to date on People HR. • Plans for high risk activities will be cancelled and / or rescheduled. • 1st Aiders have been given guidance on use of PPE & how to manage suspected cases of COVID-19. • COVID-19 first aid packs available, including PPE for first aiders. • PPE must be used at all times when first aid is required. Disposable PPE will be double bagged, stored securely for 72 hours then disposed of. 	Re-refresher training will be arranged in line with government restrictions
Cyber Security Threats and Risks		

<p>Cyber-security threats often accompany a crisis, Risk to business reputation and services we provide in the event of a cyber breach, as business operations are reliant on digital communications, platforms and web based services.</p>	<p>ICT Acceptable Use Standard Operating Procedures (ICT001a) and Data Protection Policy (BI063) are in place and must be followed by all staff. Additional control measures arrangements are applied to mitigate cyber risks:</p> <ul style="list-style-type: none"> • Review of cyber security and surveillance infrastructure and ensure that all reasonable protection is in place and that systems do not interfere with the availability of critical safety information and updates relating to coronavirus. • Circulate warnings and guidance, as appropriate to all staff of any credible cyber threats especially scam emails and text messages. • Data protection guidance and VPN guidance in place • IT support provided to ensure effective working arrangements and security of information and data 	
<p>Homeworking</p>		
<p>Risks to mental and physical wellbeing as well as practical working arrangements. Risk of musculoskeletal pain related to poor ergonomics or similar. Staff working from home may feel isolated, face difficulties balancing home and work life</p>	<p>The following control measures are in place to support those working from home:</p> <ul style="list-style-type: none"> • Working from Home Policy (HS037) in place to ensure that sufficient support is provided to homeworkers, all staff are reminded to familiarise themselves with the policy and guidance. • Line managers will maintain contact, support and engage as appropriate • Staff can discuss with line managers any training or reasonable measures that can be considered to support their mental and physical wellbeing. • Any staff member can raise concerns with their line manager or with the HR • Staff are encouraged to follow the DSE set up guidance and notify the Health and Safety / Facilities Manager of any concerns, reasonable adjustments or equipment that maybe required 	<p>Continue to monitor government guidance and plan approach to returning to the workplace for staff.</p>
<p>Information and Communication</p>		
<p>The pandemic has seen a large amount of misinformation, rumours, “fake news” or “myths”. If gain traction can obscure/confuse vital health/safety measures.</p>	<p>The following control measures have been put in place</p> <ul style="list-style-type: none"> • Information / updates shared to all staff via People HR news updates. • Posters displayed and updates for staff on key messages, and wiping down commonly used areas after use. • Managers will plan the method and frequency of communication with learners, customers and suppliers, including outward facing communications such as website and social media channels. 	<p>HR team will monitor official advice and update all policies, procedures, guidance and risk assessment as required.</p>
<p>Further Health & Safety Arrangements and Unoccupied buildings being repopulated</p>		
<p>Manual handling Tasks that require two or more people to undertake them safely, including heavy lifting or carrying dangerous chemicals, where social distancing cannot be applied.</p>	<p>Manual handling guidance is outlined in the Health and Safety Procedures (HS007a). Additional amendment to procedures includes:</p> <ul style="list-style-type: none"> • Appropriate equipment, such as trolleys are provided for staff to transport boxes, files and other materials around. Trolleys or other equipment used must be wiped after use. <p>Tasks that require two or more people to undertake them safely, including heavy lifting the following additional safety measures must be applied</p> <ul style="list-style-type: none"> • Consideration if the task is essential for the business at this time. • If items require a two or more people lift to carry staff are required to wear face coverings 	

<p>Gas Safety Unoccupied premises and lockdown may result in gas safety equipment inspections lapsing or faulty equipment</p>	<p>Gas safety inspection and maintenance schedules are in place. Safety arrangements applied prior to re-occupation of the premises to ensure testing of equipment and inspections are up to date include:</p> <ul style="list-style-type: none"> • Gas boiler safety certificate / Fixed gas heating systems • Meters, Emergency shut off safety valves and carbon monoxide detector • Servicing has taken place within last 12 months 	<p>Records of servicing and maintenance held by Health Safety & Facilities Manager</p>
<p>Electrical Safety Unoccupied premises / lockdown may result in electrical equipment / inspections lapsing or faulty</p>	<p>Electrical safety inspection and maintenance schedules are in place. Additional safety arrangements applied prior to re-occupation of the premises to ensure testing of equipment / inspections up to date inc.:</p> <ul style="list-style-type: none"> • All electrical testing / certificates • Staff are reminded to report any equipment damage or faults to the ICT. 	<p>Process in place to review all equipment to ensure PAT testing is up to date</p>
<p>Air Conditioning Units Unoccupied premises and lockdown may result in equipment / inspections lapsing or faulty equipment</p>	<p>HSE guidance is that the risk of air conditioning spreading COVID-19 in the workplace is extremely low.</p> <ul style="list-style-type: none"> • Air conditioning inspections and maintenance schedules are in place and carried out on time • Air conditioning units serviced 6 monthly by an approved contractor. • Servicing ensures air is clear of dust particles • All air conditioning units serviced within the last 6 months. 	<p>Records of servicing and maintenance held by Health Safety & Facilities Manager</p>
<p>Working at height Increased risk of injury caused by a fall from height</p>	<p>Working at height guidance in the Health and Safety Procedures must be followed (HS007a - Available on People HR). Risk assessments must be in place prior to working from height. Amendment to existing procedures include: Ladders, kickers, steps and any other equipment used must be wiped down after use.</p>	
<p>Fire Safety Risks to social distancing fire evacuation as a drill or in the event of a fire. Unoccupied premises and lockdown may result in fire safety equipment inspections or fire training lapsing / faulty equipment</p>	<p>Fire Safety procedures in the Health and Safety Procedures must be followed (HS007a). Maintenance schedule is kept up to date to ensure servicing and maintenance is carried out on time. Fire risk assessments have been updated with additional amendments applied prior to re-occupation:</p> <ul style="list-style-type: none"> • Equipment that required external inspection completed. • Emergency lighting, fire alarm system tested and. • All fire exit routes inspected and are free from damage / obstruction. • Fire doors and closing mechanisms inspected to ensure operational. • The business will ensure fire warden re-fresher training is in line with current guidance. 	<p>External contractor to inspect fire extinguishers</p>
<p>External Cleaning Contractors and COSHH Cleaning staff - Increased cleaning schedules and cleaning products used can increase risk to individuals exposure to chemicals</p>	<p>The business will work with our external cleaning company to:</p> <ul style="list-style-type: none"> • Require them to provide their COVID-19 risk assessment and COSHH risk assessments. • Premises received a deep clean prior to re-opening and daily cleaning regimes of commonly used surfaces with disinfectant. Increase cleaning, especially in and around toilets, restrooms and reception areas; attention to frequently touched surfaces such as door and window handles, touch screens, toilet flush handles, light switches, water coolers, taps, desks, Perspex reception screens et • Washroom inspections to check for cleanliness / adequate stock of soap, toilet paper / paper towels. • If a COVID-19 case confirmed or suspected by individual been onsite, deep clean will be carried out. • General litter / waste will be removed daily and recycling removed regularly. • All staff are required to report any issues or shortcomings in the external cleaning company to the Health & Safety / Facilities Manager. 	

Review: This risk assessment is a living strategy document that will be under frequent review to consider: What has changed? What policies are needed? Any updates / amendments required to the Risk Assessment.

Version Control

Date	Version	Amends
17-06-2020	V1	Initial Version
August 2020	V2	<p>The library at Itec House is now back in use for bookings, however, please be aware that If there is an incident or emergency you will need to vacate the room immediately (Page 8)</p> <p>Use of individual fans not be used has been removed. The use of individual fans are allowed to be used (Page 3)</p> <p>WG Advice on face coverings issued 25/08/2020 - No change to an individual's choice to wear it.</p>
03-11-2020	V3	<p><u>Cleaning</u> (Page 1) Updated to confirm this action has taken place - Premises were deep cleaned prior to re-occupation and daily cleaning regimes are maintained by external cleaning company</p> <p><u>Face Coverings Section</u> (Page 2) Based on guidance: Staff visiting delivery centres are to be advised that the wearing of face coverings are required in all communal areas from the 21/09/2020.</p> <p>In the event of a positive test (employer or learner) the information must be reported to manager and Health & Safety / Facilities Manager who will notify WG</p> <p>New Section added in light of track and trace and support bubbles in relation to self-isolation requirements (Page 2)</p> <p><u>Self-Isolation</u></p> <p>Staff and learners MUST follow latest government guidance in relation to the requirement to self-isolate and not attend any premises. Staff and learners must self-isolate immediately is</p> <ul style="list-style-type: none"> • you have any <u>symptoms of coronavirus</u> (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste) • you've tested positive for coronavirus – this means you have coronavirus • you live with someone who has symptoms or tested positive • someone in your support bubble has symptoms or tested positive • <u>you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app</u> • you arrive in the UK from a country with a high coronavirus risk – see <u>GOV.UK: how to self-isolate when you travel to the UK</u> <p><u>Vulnerable Groups Sections updated</u></p> <p><u>NHS QR codes</u> have been downloaded and made available at entrances. All are encouraged to download the NHS app and “check-in” to the premises. This is in addition to and does not replace the current signing in and out procedure of the premises. (Page 6)</p> <p><u>New Section Added – Circuit Break</u></p>
21-12-2020	V4	Updated to reflect national lockdowns and reverting to delivering online and working from home
22-02-2021	V5	<p>Updated reflect changes in safe operation guidance V3 and Self-Testing</p> <p><u>Ventilation</u></p> <p>Section removed about the use of fans as Fans are no longer advised due to them recirculating the air</p>

		<p>Fans are not advised as it is considered they re-circulate the air. Opening Windows / doors at the start and the end of the day to allow ventilation and optimising the amount of fresh air whilst balancing this with thermal comfort throughout the day.</p> <p><u>Extremely vulnerable or previous shielding learners and staff</u> : Section updated</p> <p><u>LFT – Self Testing</u> :New section added</p> <p><u>Cyber Security Section Updates</u> : Dec 20 / Jan 21: Development and issue to all staff Working from Home Data Protection Guidance and VPN guidance reissued</p> <p><u>Circuit break section area removed</u></p>
25-03-2021	V6	<p><u>External Contractors</u> : Contractors onsite must wear face coverings at all time.</p> <p><u>Visitors Section</u> : Visitors should wear face coverings until told they can remove them (interview, meeting or training)</p> <p><u>Gas Safety and Air Conditioning</u> : Updated with next service dates</p> <p><u>Toilets Section</u> : Staff are encouraged to use hand sanitiser before entering the toilet and encouraged to clean their hands thoroughly after using the toilet</p> <p><u>Extremely vulnerable or previous shielding learners and staff</u> : Section updated</p> <p><u>Face Coverings Section</u> Updated to require face coverings where 2 metres distancing cannot be maintained, this includes when moving around the premises, such as in corridors and communal areas. Staff are not required to wear face coverings whilst sat at their desks.</p>
August 2021	V7	<p>Kitchen, meeting and communal areas updated</p> <p>Self-Isolation requirements updated in line with government guidance changes</p> <p>Vulnerable groups section updated in line with government guidance</p> <p>Ventilation section updated to allow the use of fans Toilets section updated to allow use of hand dryers Signing in sheets re-instated</p>
January 2022	V8	Full review in line with changes to guidance
03-03-2022	V9	<p>Update in relation to no longer a requirement to wear face coverings</p> <p>Updated in relation to testing and self-isolation requirements</p>