

UKTD Covid-19 Risk Assessment Procedures and Process – June 2020

This document is produced using the UKTD Covid-19 Risk Assessment, which is to be reviewed monthly or when Government guidance changes occur.

Preparation - Ensure each field staff member has received a PPE pack prior to placement working and head office staff members have access to PPE, for use as required.

Hazard	Risk	Action to Control the Risk	Control Measures
Symptoms	Infecting all persons you come into contact with	<p>STAY AT HOME if you have symptoms such as:</p> <ul style="list-style-type: none"> • a high temperature • a new, continuous cough • a loss of, or change to, your sense of smell or taste <p><i>Check NHS website for further advice on symptoms</i></p> <p>If you or your household are showing symptoms do not come to work and self isolate for 14 days.</p>	STAY AT HOME
Office working	Contracting or passing on Covid-19	<p>Work from home if possible.</p> <p>If you cannot work from home -</p> <ul style="list-style-type: none"> • Maintain a 2m distance from other people in the building and office wherever possible • Where a distance of 2m cannot be achieved, follow social distancing rules of working 'one metre plus' apart, with additional protective measures to mitigate the risk. • PPE will be provided and must be used following UKTD instructions (displayed in the office). • Wash your hands and disinfect your work area before starting work and regularly throughout the day. • Use the provided hand sanitiser and wipes regularly. • Do not use another staff member's area of work. • Follow Biz Space house rules and signage, including one-way entrance/exit arrangements and the "one in, one-out" policy for the kitchen and smaller areas. 	Ensure awareness of staff. Report any Covid symptoms to MD.

		<ul style="list-style-type: none"> • Follow UKTD signage and stay in your marked area. • Visitors by appointment only. • When using the bathroom facilities, ensure use of the disinfection products provided and ensure one person at a time. • Where staff cannot distance, a screen will be provided. • Work diagonally or back to back, not facing each other. • Stagger arrival and departure times. • Ensure follow-up procedure is followed where someone you have been working with has been diagnosed with symptoms. • Windows to be opened wherever possible and staff to sit away from the immediate air flow of any fan heaters, cooling fans or ventilation systems that could spread the virus. • Be particularly aware of the risks of shared contact points e.g. door handles, switches, handrails, kettle/microwave, toilets, post boxes, printers, cupboards. Wipe after every use. • Make your own drinks using your own drinking mug, glass and spoon, and wash/keep items in your drawer or bring clean each day (if applicable). • Bring your own packed lunch and refreshments. • Tie up your own bin liner at the end of each day, and put into the central black bin bag that is provided for removal. Follow the rota for daily black bag removal. • Do not have any physical contact with colleagues (no hand shaking, hugs or pat on the back/arm). • Refrain from touching your face at all times • If using tissues please store in a plastic bag and take home with you for safe disposal. 	
Working from home	Neck, back, arm & wrist strain, eye strain and	<p>Ensure you follow UKTD Display Screen Equipment Risk Assessment</p> <p>Ensure you follow UKTD Electricity Risk Assessment</p>	Ensure awareness of staff and completion of home working

	headaches, working with electrical equipment.	Complete UKTD risk assessment on your home work space and return to HR, as guided.	risk assessment.
Learner visit (Remote)	Neck, back, arm & wrist strain, eye strain and headaches, working with electrical equipment.	<p>Complete remote visit while possible.</p> <ul style="list-style-type: none"> • Use media such as Face Time/Zoom. • Ensure the learner understands the ICT & media policy e.g. dressed correctly, session in a quiet area where they can concentrate, equipment to hand, safely using Wi-Fi and access to OneFile. <p>Ensure you follow UKTD Display Screen Equipment Risk Assessment.</p> <p>Ensure you follow UKTD Electricity Risk Assessment.</p>	<p>Ensure awareness of staff</p> <p>Ensure learner awareness</p>
Salon / placement visit - theory visit	Contracting or passing on Covid-19	<ul style="list-style-type: none"> • Apply face covering prior to entering the placement. • On entering the placement, ask if anyone has been having symptoms, if yes leave immediately. • Use placement outside area if possible. • Use a private area of the placement otherwise. • Wash hands on entering the placement. • Ensure learner washes hands also. • Stay 'one metre plus' apart at all times from the learner and other staff members, with additional protective measures to mitigate the risk. • Do not wander around the placement area. • If sharing your laptop (for testing) ensure equipment is wiped down fully with an effective wipe (do not spray electrical equipment). • Do not use placement equipment or let the learner use your equipment. • Do not accept refreshments from the placement. • Ensure you and the learner take a regular fresh air break. • If you need to use the bathroom facilities, ensure you wash your hands and use the disinfectants provided. • Do not sit near cooling/heating fans or ventilation systems. 	<p>Ensure awareness of staff.</p> <p>Ensure awareness of learner.</p> <p>Report any Covid symptoms to head office.</p>

		<ul style="list-style-type: none"> • Do not have any physical contact with clients or staff (no hand shaking, hugs or pat on the back/arm). • Refrain from touching your face at all times. • If using tissues please store in a plastic bag and take home with you for safe disposal. • Wash hands on leaving the placement • Once arrived back to your car, use hand sanitiser and wipes for your hands, keys and phone 	
Salon / placement visit - practical visit	Contracting or passing on Covid-19	<ul style="list-style-type: none"> • Apply mask/ face covering prior to entering placement. • On entering the placement, ask if anyone has been having symptoms, if yes leave immediately. • Use placement outside area if possible. • Use a private area of the placement otherwise. • Wash hands on entering the placement. • Ensure learner washes hands also. • Stay 'one metre plus' apart at all times from the learner, model and other staff members, with additional protective measures to mitigate the risk. • Do not wander around the placement area. • If sharing your laptop (for testing) ensure equipment is wiped down fully with an effective wipe (do not spray electrical equipment) • Do not use placement equipment or let the learner use your equipment. • Do not accept refreshments from the placement. • Ensure you and the learner take a regular fresh air break. • If you have to touch the model's hair, wear gloves and ask the learner to stand further back. • Do not face learner or model but use mirror to keep eye contact. • If you need to use the bathroom facilities, ensure you wash your hands and use the disinfectants provided. • Do not sit near cooling/heating fans /ventilation systems. 	<p>Ensure awareness of staff.</p> <p>Ensure awareness of learner.</p> <p>Report any Covid symptoms to head office.</p>

		<ul style="list-style-type: none"> • Do not have any physical contact with clients or staff (no hand shaking, hugs or pat on the back/arm) • Refrain from touching your face at all times • If using tissues please store in a plastic bag and take home with you for safe disposal. • Wash hands on leaving the placement. • Once arrived back to your car, use hand sanitiser and wipes for your hands, keys and phone 	
Placement visits Vs remote	Risk reduced of contracting or passing on Covid-19	<p>Reduce visit risk by planning three weekly visits, alternating between remote and placement visits.</p> <ul style="list-style-type: none"> • All actions as above on placement visits. • Plan well with the learner prior to a remote or placement visit. • Ensure learner is aware of visit content on each visit for great preparation. 	<p>Ensure awareness of staff. Ensure awareness of learner. Report any Covid symptoms to head office.</p>
Learner visits planned with salon / placement staff rota.	Contracting or passing on Covid-19	<p>Reduce risk by visiting placement out of busy hours.</p> <ul style="list-style-type: none"> • All actions as above on placement visits. • Plan well with the learner prior to a remote or placement visit. • Ensure learner is aware of visit content on each visit for great preparation. 	<p>Ensure awareness of staff. Ensure awareness of learner. Report any Covid symptoms to head office.</p>
Vulnerable and shielded staff	Contracting or passing on Covid-19	Work from home until restrictions are lifted.	Ensure awareness of staff.
Mask/face covering	Contracting or passing on Covid-19	<p>These rules must be followed when using a face covering:</p> <ul style="list-style-type: none"> • wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it • when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands • change your face covering if it becomes damp or if you've touched it 	Ensure awareness of staff.

		<ul style="list-style-type: none"> • continue to wash your hands regularly • change and wash your face covering daily • 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 • practise social distancing wherever possible 	
PPE		<ul style="list-style-type: none"> • UKTD field staff will be issued with PPE packs for visits, including a face shield, face coverings, gloves, hand sanitiser gel, surface wipes and hand wipes. <p>Ensure all PPE is used as instructed as follows:</p> <ul style="list-style-type: none"> • Only disposable personal protective equipment offered by the employer may be used; otherwise UKTD supplied PPE must be used. • Personal protective equipment must remain personal to the person to whom it was issued. No borrowing from colleagues. • In the event of any PPE becoming contaminated, staff are instructed that this should be removed and placed in a suitable plastic bag or container, disposed of by taking home for safe cleaning. 	Ensure awareness of staff.

Updated 29th June 2020
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