

Coronavirus (COVID-19) Risk Assessment, Contingency & Control Measures for Face to Face Training – Updated June 2020

Please find an outline of HOTA's current risk assessment, control measures and COVID-19 Secure plan to mitigate risk from the current Coronavirus COVID-19 Pandemic and ensure the return and maintenance of safe, socially distanced and controlled face-to-face training. This uses a standard hierarchical approach to risk management and mitigation with personal protective equipment (PPE) always being the last line of defence and never the sole control measure. A viral pandemic of this nature does not lend itself to traditional qualitative risk rating methodology where the worst potential **harm** outcome to an exposure is always regrettably going to be a fatality. Instead our attention is focused on reducing **likelihood** to exposure to the virus as low as is reasonably practicable (**ALARP**) across all possible exposure routes (vectors and vehicles) for people working in, training in and visiting our premises. We are confident that all significant exposure likelihoods have been reduced to remote or unlikely using the controls outlined below.

Strategic, Tactical and Operational Planning

- We are continuing to hold regular Coronavirus specific business continuity meetings amongst our senior leadership team
- In-line with best practice, our Operations & Emergency Response Manager has been formally identified as HOTA's Coronavirus Pandemic co-ordinator and has completed a number of COVID-19 educational programmes (World Health Organisation, London School of Tropical Medicine, Royal College of Physicians of Edinburgh, Emergency Planning College, etc.) and attends remote benchmarking and external weekly update meetings
- We have formed a specific Coronavirus emergency response and planning cell (meeting regularly)
- HOTA has self-certified as being a “**COVID-19 Secure**” workplace. We have taken all reasonably practicable steps to meet the UK Government “COVID-19 Secure” workplace guidelines. We have self-assessed against all eight sections of the HM Government publication “Working Safely during COVID-19 in offices and contact centres” (and other sector guidance as appropriate)
- We are using the Noggin Pandemic Business Continuity and Response software to manage our response and track any suspected or confirmed coronavirus cases amongst staff, delegates and visitors
- Formulated an action plan using UK Government pandemic flu planning advice, and are actively reviewing risk assessments as the global and UK situation evolves
- We are subscribed to hour by hour bulletins from Public Health England (PHE), UK Government etc. and are implementing all recommended business advice
- HOTA has implemented the “Sitemark” facilities management best practice and benchmarking programme, risk assessments, cleaning specifications, and high touch point signage as the foundation of our ongoing hygiene program

Engineering Controls and Building Modifications

- Physical protection screens have been installed in our two main reception areas
- Extensive 2 metre social distancing floor tapes and floor signage have been installed
- Physical barriers have been installed in areas where necessary, e.g. canteens, offices and communal areas

- One-way systems introduced as far as practical and segregated keep left or keep right corridor and stairway operation has been introduced
- We have installed over 20 hand sanitising stations

Procedural Controls

- ALL PERSONS visiting a HOTA site (staff, delegates, contractors, visitors) are now subject to daily non-contact temperature screening by trained staff and must complete a daily coronavirus medical declaration **before** entering any building (see below)
- All delegates attending training at HOTA have always been subject to medical screening by questionnaire with further screening by our in-house medical staff where required – we have enhanced this with an additional COVID-19 specific medical questionnaire (updated 18th May 2020 with the new COVID-19 case definition and again 1st June with Test and Trace and travel restriction questions) for ALL delegates, staff, contractors and visitors to both of our sites. Additional screening is applied to anyone returning from furlough, leave or who have travelled outside of the UK
- UK Government quarantine rules for overseas travellers are now included in our screening protocol
- Staff are not currently travelling outside of the UK on business and only essential UK travel is permitted, and only then if authorised by a senior manager
- Staff car-sharing of private or company vehicles with non-household members has been strictly forbidden
- Staff members are not currently using public transport
- All classroom, office, toilet, changing room, canteen and communal area occupancy levels have been reviewed to ensure social distancing (in most cases class sizes have been halved)
- Introduction of staggered start times for courses and/or staggered break times
- Delegate registration is being split over three separate areas when necessary to reduce possible congestion and ensure social distancing
- Queue and car park marshalling
- Modification to all training programmes (where possible within individual awarding body standards and guidance) to ensure social distancing – where not possible mandatory PPE
- Where training equipment cannot be adequately or safely disinfected, e.g. harness webbing, we have introduced a system of equipment rotation and quarantine so that equipment is not reused for a period of at least 72 hours
- We have identified our own Coronavirus isolation pods on both sites with separate toilet facilities and telephone access to NHS111
- We have increased our cleaning regime and hours for all public areas, classrooms, toilets etc. with increased emphasis on door handles, keypads, vending machines and handrails etc.
- We have increased the availability and emptying of waste disposal facilities
- We have introduced controls into our canteens such as removing self-serve cutlery and condiments and thus reducing any cross-contamination handling risks. We have introduced non-contact individual bag meals for delegates and staff
- We are following all Awarding Body Guidance for activities such as CPR on First Aid courses which, depending on the level of the course, varies from chest compression only CPR, through simulating rescue breathing to demonstration of rescue breathing with enhanced hygiene precautions. All delegates are issued with single-delegate use individual training bandage packs and face shields
- We have reinforced our already robust disinfection procedures for training involving breathing apparatus, scuba type equipment, smoke hoods, etc.

Information, Instruction, Training and Supervision

- We provided staff awareness, communications, and training prior to reopening for face-to-face training programs and are updating this regularly
- All delegates are being provided with extensive instruction at induction on our social distancing measures, building protocols, handwashing protocols, and PPE requirements
- We have amended all course induction presentations to include information on COVID-19 precautions including the PHE handwashing video
- Delegates are been issued with additional COVID-19 specific joining instructions outlining additional controls and requirements prior to attending training
- We have extensive PHE public information handwashing signage and Coronavirus symptom warning posters for all public access points into our buildings and elsewhere – **this has been updated with the new COVID-19 case definition (loss of smell or taste) issued on 18th May 2020**
- Using the infographic below we have introduced a clear and consistent message across our sites of:

“20 Seconds Handwashing, 2 Metre Distance, 0 Excuses”



Personal Protective Equipment

- Face coverings and face shields are been made available for anyone entering our sites (delegates, staff, visitors) who wishes to use them; for certain limited course elements where absolute 2 metre social distancing is not possible, they are mandatory
- Nitrile gloves have a more limited role to play in preventing the spread of the virus in our setting but are available as required
- Virustatic snoods may be used by delegates where they are being issued by their employing company
- For in-water training where traditional face coverings are not suitable and absolute social distancing is not possible, additional controls have been introduced including retrofitting of full spray visors to life jackets (with their use mandatory) and strictly time limited closer contacts, e.g. life raft entry and survival circles

The control measures outlined above (for ALL persons on our sites) are designed to support the UK Government “Stay Alert, Control The Virus, Save Lives” strategy of symptomatic self-isolation regardless of travel history and keep all persons at HOTA as safe as is reasonably practicable at this stage of the epidemic and in line with both UK Government and OPITO, GWO and other awarding body advice.