

COVID-19 ACTION PLAN

Hazard	Who May be Affected	Controls Required	Additional Controls	Action		
				By Who	By When	Complete
Transmission of COVID-19	Students Staff Visitors Contractors Cleaner Delivery Staff High Risk Groups	<p>Handwashing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place • Frequent and stringent hand washing taking place • Drying of hands with disposable paper towels • Everyone encouraged to protect the skin by applying protective hand cream regularly • Antibacterial hand gel sanitisers (min of 60% alcohol content) readily available in all areas of the building • See hand washing guidance... https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ 	<p>Staff, students and visitors to Vogal will be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. They will also be reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it advice and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the Training Centre.</p>	ALL	01/07/20	Ongoing
		<p>Bathroom Facilities</p> <p>All toilet seats should be closed prior to flushing to prevent any small opportunity for successful transmission of the virus in asymptomatic cases.</p>	<p>To help reduce the spread of coronavirus (COVID-19) we will continue to remind everyone of the public health advice from UK Government and use of appropriate signage throughout the building - https://www.gov.uk/government/collecti- ons/coronavirus-covid-19-list-of-guidance</p>	Manager	01/07/20	Yes
		<p>Housekeeping</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched</p>	<p>Regular checks will be carried out by the Training Centre Manager to ensure that</p>	All Staff	01/07/20	Ongoing

	<p>regularly particularly in areas of high use such as door handles, light switches and reception area using appropriate antibacterial cleaning products and methods.</p> <p><u>Social Distancing</u> Social Distancing - Reducing the number of persons in any work area to comply with the current 2-metre distance recommendations. Note: this social distance may be reduced following review by Public Health England (the government).</p> <p><u>Visitors, Students & Staff Monitoring</u> Additional monitoring to avoid Covid-19 being brought into the Training Centre.</p> <p><u>Movement Within Training Centre</u> A new one-way entry / exit system in the Training Centre including directional movement through the main corridor.</p>	<p>the necessary procedures are being followed.</p> <p>Tutors will have additional responsibility for housekeeping in their own teaching areas and antibacterial wipes will be readily available in all teaching areas.</p> <p>Staff, students and visitors will be reminded on a daily basis of the importance of social distancing both in the Training Centre and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>All visitors and students will be required to complete a questionnaire / declaration each time they attend the Vogal Training Centre. This will be retained for 21 days.</p> <p>All visitors, students & staff will be required to record their temperature each time they attend the Vogal Training Centre. This will be retained for 21 days.</p> <p>All visitors, students & staff will be mandated to wear a facial covering each time they attend the Vogal Training Centre.</p> <p>Staff, students and visitors will be reminded on a daily basis of the correct way to move safely through and around the Training Centre.</p>	<p>All staff</p> <p>ALL</p> <p>ALL</p> <p>ALL</p> <p>ALL</p> <p>ALL</p>	<p>01/07/20</p> <p>01/07/20</p> <p>13/10/20</p> <p>13/10/20</p> <p>13/10/20</p> <p>01/07/20</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Yes</p>
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