

**Company Procedures  
HEALTH AND SAFETY**

Hazard: Covid-19 Coronavirus	Controls required:	Control Measures/Safe System:	Action by who	Action by when:	Date completed:
<p><i>This document represents a summary of assessments carried out in relation to:</i></p> <p><b>Connectix One-Day Training Course.</b></p> <p><i>All specific assessments have been carried out in line with government guidance. Our Covid-19 Policy (HSP 4.03(f1)) and associated Controls form a part of the Connectix H&amp;S Procedures.</i></p> <p><i>The following risks were identified:</i></p>					
<b>Risk of transmission from another delegate</b>	<b>Social Distancing (SD)</b>	<p><b>Social Distancing:</b> Measures have been in force since May 2020. These controls ensure that people at workstations remain 2m apart. Previous emergency measures did not permit visitors, training courses therefore were postponed. To restart this facility, the following changes must be made:</p> <ul style="list-style-type: none"> <li>Reorganise the main training area to ensure delegates are not facing each other. Tables need to be separated and distanced for 6 – 8 delegates facing the tutor, monitor and whiteboard. Employ mitigation measures such as protective screens or visors if safe distancing cannot be achieved.</li> </ul>	YB/MH	13/08/21	13/08/21

	<b>Workplace Testing (WT)</b>	<p><b>Workplace Testing:</b> All delegates will undergo a Lateral Flow Test (LFT) on arrival. The test will be carried out by the individual delegate under the supervision and instruction of the tutor. Tutor will also carry out a test prior to the training.</p> <ul style="list-style-type: none"> <li>Necessary equipment to enable LF testing to be left in the area the day before. This will include: a box of LF testing kits, PPE gloves and a suitable bin for the disposal of used testing apparatus.</li> <li>Testing will be carried out and results confirmed prior to commencement of training.</li> </ul>	YB/MH	16/08/21	
	<b>Signage (SGE)</b>	<p><b>Signage:</b> Adequate signage as reminders for all control measures has been in place in May 2020</p> <ul style="list-style-type: none"> <li>Noted no face covering notices displayed at time of initial assessment. Ensure signage is all in place as reminders, prior to training date.</li> </ul>	CW	17/08/21	
	<b>Protective Personal Equipment (PPE/RPE)</b>	<p><b>PPE:</b> Face coverings must be worn when staff are away from the safe area of their workstation. In the case of training, masks (and visors if required) will be distributed to all delegates.</p> <ul style="list-style-type: none"> <li>Ensure that a box of disposable face coverings is left in the training room prior to the training date.</li> </ul>	YB/MH	13/08/21	13/08/21
				MH/YB	16/08/21

	<p><b>Monitoring &amp; Tracking (MT)</b></p> <p><b>Visitor Control Measures (VCM)</b></p>	<p><b>Monitoring &amp; Tracking:</b> Controls are in place in enable the tracing of potential contacts should a person later test positive.</p> <ul style="list-style-type: none"> <li>Order new visitors book for specific use in this area. Visitors book to be left in the room prior to the training.</li> </ul> <p><b>Visitor Control Measures:</b> Control measures for visitors will limit social contact to what is essential for the purpose if the visit. System currently directs visitors to specific reception/waiting area where a dedicated person deals with the request. This prevents unauthorised entry to the building. For Training courses, Unit 640 provides a completely separated area with its own access and facilities.</p> <ul style="list-style-type: none"> <li>Each delegate will complete an entry in the visitors book which will enable monitoring and tracking (as above).</li> <li>Routes of entry and exit will be planned to eliminate unnecessary contact.</li> </ul>	<p>MH</p> <p>CH</p> <p>MH/YB</p>	<p>01/08/21</p> <p>17/08/21</p> <p>13/08/21</p>	<p>13/08/21</p> <p></p> <p>13/08/21</p>
<p><b>Risk of transmission through touching contaminated surface</b></p>	<p><b>Enhanced Hygiene Measures (EHM)</b></p>	<p><b>Enhanced Hygiene Measures:</b> New measures concentrate on achieving optimum standard of hygiene and maintaining this throughout the day, though a routine of both professional and user cleaning practices.</p> <ul style="list-style-type: none"> <li>Arrange for whole area consisting of: Entrance/Foyer, stairway, first floor hallway and toilets, waiting / rest area and training area are thoroughly disinfected immediately</li> </ul>			

		<p>prior to training. This will be carried out by a professional contractor.</p> <ul style="list-style-type: none"> <li>Ensure sufficient stocks of surface disinfectant and other cleaning materials are left in the room prior to training.</li> <li>Shared equipment, such as hand tools used in fibre termination and testers. are cleaned thoroughly before and after use by each operator.</li> <li>Personal hand sanitisers to be distributed to each delegate. Advise this to be used regularly between hand washing.</li> </ul>	MH	09/08/21	13/08/21
	<b>Protective Personal Equipment (PPE/RPE)</b>		MH/YB	13/08/21	13/08/21
			CH	17/08/21	
			CH	17/08/21	

NOTES: 13/08/21

Room currently set up for 6 delegates. For 2 further places, mitigation measures need to be adopted (such as face covering). To enable better ventilation in training area, windows will be left open. Four fans have been placed in enable good airflow.

Necessary equipment to enable covid testing (kits, PPE, bin for clinical waste etc) has been organised and will be left in the room on Monday 16/08/21.

The area was professionally deep cleaned on 09/08/21 and has been unused since.

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**Date of Report:** 13/08/2021

