

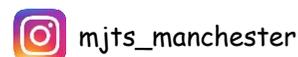
Michaeljohn Training is committed to be COVID Secure throughout the pandemic. In ensuring the workplace is safe and secure, we shall be working in adherence to the guidance of the government GM Track & Control, Public Health (England), HSE, DFE and the Hairdressing and Barbering sector.

Internal measures toward COVID Secure shall be considered in this risk assessment supported by the relevant review of **Health & Safety Management** (Policy, Risk Assessment, Method statements, procedures) in tandem with the **MJTS COVID 19 Policy** revised in response to the pandemic.

The COVID 19 Risk Assessment shall: identify what type(s) of work activity or situations might cause transmission of the virus, think about who could be at risk, decide how likely it is that someone could be exposed, act to remove the activity or situation, or if this isn't possible, control the risk

The **COVID 19 Risk Assessment** (and subsequent changes) shall be disseminated to staff and learners via the **Return to Work Plan** through **staff training** and embedding into the **learning curriculum**. **The Return to Work Plan** shall outline the required working practices, management and monitoring of the revisions to working practices and the arrangements made for the recovery of the business as a result of the pandemic.

September 2020: The [MJTS OUTBREAK CONTROL PLAN - SECOND LOCKDOWN - SEPT 2020](#) considers the correct response and approach for reporting and following the relevant guidance in the event of a second lockdown (*Local Authority, government, the Education Skills Funding Agency, Awarding Originations, GM Hub and EPAO's*). *In tandem, arrangements continues business operations and learner/ employer engagement and delivery is planned for immediate implementation.*



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COVID 19 RISK ASSESSMENT

Revision 1 July 2020

Revision action 1 August 2020

Revision action 2 September 2020

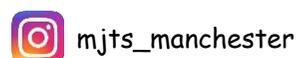
Document Revision 2 September 2020

Revision actions 3 October 2020

Document Revision 3 April 2021

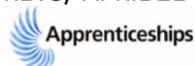
January – April Lockdown 2021 revisions

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	COMPLETED BY
Spread and contraction of Covid-19 Coronavirus and the implementation of COVID SECURE	Staff, learners, users and partners. Visitors to the premises (vulnerable and shielding groups)	A shared plan to ensure COVID secure is implemented, trained, continuously updated and responsive to the local, regional and national efforts to control the spread of the virus.	<p>The Return to work Covid 19 plan and associated COVID 19 Policy shall be responsive the required changes, reflected in the Risk assessment to ensure we are responsive, reflective, implementing and reduce the risk at every opportunity.</p> <p>The Return to Work Policy informs of the specific roles and responsibilities of specific staff roles under Covid management and Covid champions (<i>working and</i></p>	Directors and Health & Safety Officer	JULY 2020	Monthly review



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		<p>Report and engagement with the governments Track & Trace on a regional and National level <i>(September 2020)</i></p> <p>Compliance for staff and learners with the LFT testing initially through testing sites, March 2021 being supplied by the government to our sector to report (staff and Learners)</p>	<p><i>communicating on a daily basis, responsive to pandemic situation and government advice)</i></p> <p>Registration and display of the MJTS QR code to share data with the NHS/ PHE. QR code to be displayed on reception and not the window <i>(to prevent erroneous data)</i></p> <p>Learners returning to Training (March up to April 12th) are required to have taken a test twice a week and upload there results to help combat asymptomatic spread. Learners and staff test at home and provide the results upon entry. Learners receive two test each time they attend (1 as a backup) to support existing covid secure on site regulations</p>	<p>Health & Safety Team and COVID champions</p>	<p>APRIL 21</p>	<p>Weekly record checks</p>
<p>Spread and contraction of Covid-19 Coronavirus and the implementation of COVID SECURE</p>	<p>Staff & learners (especially those with existing underlying health conditions)</p> <p>Visitors to your premises on business</p> <p>Contractors</p>	<p>REVIEW OF CURRENT HEALTH & SAFETY MANAGEMENT TO SUPPORT THE CURRICULUM AND PROGRAMME DELIVERY.</p> <p>Responsive to Government and sector guidance, review all policies, procedures, Risk assessments, methods statements and COSHH to ensure measures</p>	<p>Follow government and sector guidance to ensure all recommendations and requirements of guidance are implemented and embedded into health & safety management. <i>(conforms to '5 – steps to safer working together' – June 2020 and guidance 'Keeping workers and customers safe during COVID-19'</i></p> <p>The rule of no eating on the floor must be adhered to by not only staff and learners but clients too. Must be</p>	<p>Directors and managers are to assess and review existing arrangements to align with the required safe</p>	<p>JUNE 2020</p>	<p>weekly update for each training day</p>

	<p>Clients (Vulnerable groups – Elderly, Pregnant)</p>	<p>are put in place for the lockdown and recovery out of the pandemic to control the risk of transmission and infection of the virus.</p> <p>Ensure management of the curriculum and programme ensures continued learning and achievement of learners in accordance with ESFA contract and compliance.</p>	<p>adhered to at all times to prevent to removal of face protection.</p> <p>Ensure that all amendments and alterations to existing practices are informed, trained and understood by MJTS staff to disseminate and monitor for learners, clients and visitors to MJTS.</p> <p>Ensure that H&S management is further managed and informed as the pandemic situation evolves in real time and at weekly meetings (minimum) to ensure staff are clear, up to date and able to support learners, employers, clients, stakeholders and visitors up until the de-escalation of the pandemic and controls to reduce the spread of infection.</p> <p>Ensure the engagement, support and delivery of apprenticeship for learners and employers through flexibilities and communication for programme delivery.</p> <p>Daily agendas and weekly meeting minutes will monitor practise on the training days (compliance/ areas for development) while supporting learners through agenda announcements (safeguarding, equality, health & Safety) and topics in regard to COVID 19 (<i>the current R rating, being responsible in the community, not just the work/ training setting, social media and the dispelling of conspiracy theories and</i></p>	<p>working practices as set out by the government and the sector</p>		<p>during the pandemic</p> <p>Agendas saved to the MIS</p>
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		<p><i>End Point Assessment (August)</i></p>	<p><i>myths regarding the pandemic, mental health support and the use of surveys & results)</i></p> <p>Learners must ensure that they wear masks as directed for carrying out services but also in communication with assessors and peers. Masks must not be removed during Q&A and Essential knowledge underpinning.</p> <p>Ensure that all employers have confirmed that they have taken appropriate steps to ensure the safety of apprentices in the workplace and where applicable, on site visits by MJTS staff according to '5 – steps to safer working together' – June 2020 and relevant steps according to guidance 'Keeping workers and customers safe during COVID-19'</p> <p>All MJTS learners to undertake VTCT COVID secure exam UIP1- infection Prevention (Covid 19)</p> <p>Ensure that VTCT EPA Protocols for Covid dovetail with MJTS Covid secure policies and procedures. As identified within REVIEW OF CURRENT HEALTH & SAFETY MANAGEMENT TO SUPPORT THE CURRICULUM AND PROGRAMME DELIVERY. Maintenance of MJTS protocols must be maintained and embedded into VTCT EPA procedures and agreed with the awarding body.</p> <p><i>Awarding organisation to conform with MJTS COVID 19 policy, the use of PPE (for example, how glove wearing may affect tests such as porosity). Visiting EPA's must</i></p>	<p><i>Directors to discuss and agree strict protocols to ensure compliance with the Training School (MD, GTM, ED)</i></p>	<p>August 2020</p>	
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		<p><i>EPA RELAXATION (September 20)</i></p> <p><i>Review of online learning in the event of a second lockdown (September 20)</i></p> <p>On site ventilation of learning areas to ensure air flow prevents stagnation as well as contact measures (touch and social distancing)</p> <p>Compliance for staff and learners with the LFT testing initially through testing sites, March 2021 being supplied by the government</p>	<p><i>be informed of the requirements prior to assessment/ exam on MJTS site to control the virus.</i></p> <p>End Point Assessment Standards have allowed relaxation of clients, where a client is not suitable/ available due to the pandemic, we can carry out specific services on blocks for assessment. (All EPAO's have agreed to this dispensation)</p> <p>Implementation and setting readiness of the MJTS OUTBREAK CONTROL PLAN - SECOND LOCKDOWN - SEPT 2020 plans for the immediate response to moving to online learning in the event of a second outbreak. Staff are informed of learner caseloads to collaborate in a standardised delivery of the curriculum through Zoom/ Teams/ Pivot point and online demonstration.</p> <p>The Return work planning January – April has addressed the issue of ventilation taking into account the changes of seasons and temperature while also ensuring covid security of the building. Each room has been considered in the RTW for how to ventilate according to the rooms dynamics and air flow</p> <p>Learners returning to Training (March up to April 12th) are required to have taken a test twice a week and upload there results to help combat asymptomatic spread. Learners and staff test at home and provide</p>	<p>Rooms and usage considered by the H&S Officer and trained March 2021</p> <p>Health & Safety Team and COVID champions</p>	<p>Sept 20</p> <p>Jan – April 21</p>	<p>Monitor ed and recorde d to daily COVID walkab outs</p> <p>Weekly record checks</p>
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		to our sector to report (staff and Learners)	the results upon entry. Learners receive two test each time they attend (1 as a backup) to support existing covid secure on-site regulations			
	Learner agendas and announcements	Share and communicate current legislation, interventions and preventions at each training day and raise awareness to reduce the risk of the virus spreading and impacting	Through construction of current topics regarding the pandemic in terms of safeguarding (prevent, mental health topics for example), Equality (understanding of how the virus is impacting socially and to communities) and health & safety (keeping pace with government and sector guidelines so there is safety in the Training School and the workplace) Daily agendas and weekly meeting minutes will monitor practise on the training days (compliance/ areas for development) while supporting learners through agenda announcements (safeguarding, equality, health & Safety) and topics in regard to COVID 19 (<i>the current R rating, being responsible in the community, not just the work/ training setting, social media and the dispelling of conspiracy theories and myths regarding the pandemic, mental health support and the use of surveys & results</i>)	Teaching & learning managers to consult with directors	JULY 2020	Weekly review of agendas to inform practice
Spread and contraction of Covid-19 Coronavirus and the implementation of COVID SECURE	Staff & learners (especially those with existing underlying health conditions)	HAND WASHING Stringent hand washing is to take place upon arrival and exit of the building. Gel hand sanitiser shall be made available at identified	Employees and learners are to be reminded via training, procedure and signage that on a regular basis, they are to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.	Responsibility of the Health & Safety Officer to train and inform staff and department staff.	JUNE 2020	JUNE 2020

	<p>Visitors to your premises on business</p> <p>Contractors</p> <p>Clients (Vulnerable groups – Elderly, Pregnant)</p>	<p>points where washing facilities may be not readily available.</p> <p>Hand washing facilities with soap and water in place in toilets and upon entry exit of the building.</p> <p>Drying of hands with disposable paper towels.</p> <p>Staff encouraged to protect the skin by applying emollient cream regularly.</p>	<p>Wearing of face masks or face shields shall be worn at all times in regards to risk assessment/ method statement however, if changing a mask and persons cough or sneeze, catch coughs and sneezes in tissues or into your arm – Follow Catch it, Bin it, Kill it.</p> <p>Avoid touching face, eyes, nose or mouth unnecessarily especially with unclean hands. PPE, tissues, sanitiser, soap and water are made available throughout the workplace.</p> <p>Encourage staff to report any problems immediately and carry out skin checks as part of a skin surveillance programme (reduction of occupational skin problems, over washing or sanitising)</p> <p>https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p>			
<p>Spread and contraction of Covid-19 Coronavirus and the implementation of COVID SECURE</p>	<p>Staff & learners (especially those with existing underlying health conditions)</p> <p>Visitors to your premises on business</p> <p>Contractors</p>	<p>SOCIAL DISTANCING</p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 1 metre gap recommended by the Public Health Agency. Preventions are to ensure actions protect those that may be vulnerable</p>	<p>Staff training on the Return to Work Plan shall be trained prior to the opening and recovery of the business ensuring that learners, visitors, contractors and clients are informed of the precautions taken to prevent the spread of the virus. Staff training shall uphold the protocols of COVID SECURE and the management of visitors to the site ensuring compliance at all times and the refusal on entry to any persons who does not satisfy the criteria (processed</p>	<p>Responsibility of the Health & Safety Officer to train and inform staff and department staff: dissemination into H&S operations ensuring compliance</p>	<p>JUNE 2020</p>	<p>JUNE 2020</p>

	<p>Clients (Vulnerable groups – Elderly, Pregnant)</p>	<p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning all processes to ensure social distancing in place.</p> <p>where practicable, conference calls shall be used instead of face to face meetings where possible (Teams, Zoom) and in accordance to guidance of COVID 19 recovery.</p>	<p>according to COVID secure and the Return to Work Plan)</p> <p>Room and area management of spaces are risk assessed according to social distancing. Room capacity for learner and staff number is displayed in signage upon entering to the room to ensure social distancing numbers are communicated (relaxed as according to recovery from the pandemic) managed by MJTS staff.</p> <p>Posters, leaflets and other materials are available for display.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Staff to be informed of the importance of social distancing both in the workplace and outside of it. Staff shall be updated on procedures and practices as they occur and during weekly meetings (as a minimum) to manage the evolution of recovery coming out of the pandemic (always follow and refer to government guidance)</p> <p>Learner numbers are managed into ‘Learner Bubbles’ and responsible staff. Bubbles ensure that there is no across over between groups and adherence to the</p>			
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			‘Traffic System’ to manage social distancing is managed by the responsible educator. Staff numbers and allocation are managed in accordance to learner numbers within the bubble. (for Peripatetic assessment see section CAR DRIVERS AND OF SITE VISITS)			
	Reporting of symptoms, track and trace	<p>Ensure response and reaction to reported symptom (staff, learners, users) is effective and minimises the risk of contact and contacts to the virus, ensuring safety and communication back to regional track and trace agency</p> <p>Responsive to localised restrictions and regional activity as the government controls increases to the R rating</p> <p>Compliance for staff and learners with the LFT testing initially through testing sites, March 2021</p>	<p>Working with Regional contact Ashley Clinton, guidance and local response to the R rating, without delay ensure reporting is swift safe and recorded:</p> <ul style="list-style-type: none"> - Isolation room with phone (for 111 call) - Reporting and risk assessment to H&S Officer and supervisor. (MIS risk assessments) - Record holding to support track and trace if required <p>Further advice and guidance Ashley Clinton acting as consultancy to support management and any areas of uncertainty during the pandemic.</p> <p>Ensure to support Track & trace, restriction rules are communicated to staff and learners for clarity and compliance in attendance of the Training School, travelling between venues and in their social life to ensure government targets (See learner announcements and agendas)</p> <p>Learners returning to Training (March up to April 12th) are required to have taken a test twice a week and upload there results to help combat asymptomatic</p>	<p>Health & Safety Officer with ultimate responsibility reporting to MD.</p> <p>Health & Safety Team</p>	AUG UST 2020	WEEKLY MONITOR AND RESPONSE

		being supplied by the government to our sector to report (staff and Learners)	spread. Learners and staff test at home and provide the results upon entry. Learners receive two test each time they attend (1 as a backup) to support existing covid secure on-site regulations	and COVID champions	APRI L 21	Weekly record checks
Getting or spreading coronavirus in common use high traffic areas such as learner areas, corridors, toilet facilities, entry/exit points, Staff Kitchen	Staff & learners (especially those with existing underlying health conditions) Visitors to the premises on business Contractors Clients (Vulnerable groups – Elderly, Pregnant)	USE OF THE BUILDING AND ROOMS Risk assess the use of the building and resources to ensure, social distancing, clean down, information and signage informs and guides all users to stay COVID secure under the following considered areas of risk: All areas of the building where people will congregate (salon floors, teaching areas, offices, staff rooms, kitchen) areas considered as pinch points where social distancing rules may be challenged (corridors, doorways, reception, stock areas) areas and equipment where people will touch the same surfaces (teaching areas, offices, kitchen)	The use and traffic within each area of the building shall be considered in terms of use, furniture and type, ventilation, social distancing, hygiene and PPE, maximum numbers and signage for compliance to traffic, PPE, clean down (date, time and evidenced) Persons entering the building shall be logged by name, date, temperature and confirmation toward COVID secure. Correct procedures for hand sanitisation, hanging/ change of garments shall be managed and monitored by fully training COVID secure staff. Signage and Traffic system around the building shall be informed by signage on the floor, yellow/black tape to restrict area access, screens to mark out social distancing and signage to inform of maximum numbers of persons at any one time and not to block/ cross stairs or corridors as identified. all areas shall detail signage for clean down operations and products, display date and responsibility of the last user according to checklist and be stickered where surface and areas have been sanitised by date and responsible persons.	Responsibility of the Health & Safety Officer to train and inform staff and department staff: dissemination into H&S operations ensuring compliance	JUNE 2020 <i>October 2020</i> : <i>repositioning of office space to allow staff to eat safely and in 2m distance</i>	Responsive to increasing number of learners as we move out of the pandemic, monthly monitor of the learner bubbles shall in form should there need to be further intervention

		<p>areas and surfaces that are frequently touched but are difficult to clean.</p> <p>communal areas where air movement may be less than in other work areas, (kitchen, basement area with no opening windows)</p> <p>On site ventilation of learning areas to ensure air flow prevents stagnation as well as contact measures (touch and social distancing)</p>	<p>where surfaces are difficult to clean, they shall be removed. Appropriate sanitising chemical solutions and wipes shall be made available after full instruction to staff (cascaded to learner training). Clearly visible signage and checklists will inform of the latest event of clean down in all areas.</p> <p>All room doors shall be left open (unless Fire doors) to ensure air flow and ventilation in all areas.</p> <p>Rooms shall display maximum numbers per use according to social distancing upon entry to prevent overcrowding of space</p> <p>Staff Eating (October 2020): Further controls are in place to repurpose room space to support staff eating at desks. Reduced maximum capacity in the Main office and allocation of rooms at lunch time to ensure staff can eat in 20-minute breaks to remove masks. Schedule and rota of staff and learner bubbles to ensure only one person may eat with a mask off at any one time under 2m social distancing.</p> <p>The Return work planning January – April has addressed the issue of ventilation taking into account the changes of seasons and temperature while also ensuring covid security of the building. Each room has</p>	<p>Rooms and usage considered by the H&S</p>		<p>Monitored and recorded</p>
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			been considered in the RTW for how to ventilate according to the rooms dynamics and air flow	Officer and trained March 2021	JAN - APR	to daily COVID walkabouts
	Ventilation in the working areas	<p>Poor ventilation within work areas may cause the virus to spread however, the security of a COVID secure environment requires that access be limited and monitored according to temperature testing, social distancing and the one-way system</p> <p>SEE ABOVE FOR VENTILATION information.</p>	<p>In accordance to the HSE guidance: Air conditioning and ventilation during the coronavirus outbreak The entrance door however must remain closed to control walk-ins on the ground floor that are neither temperature tested or recorded for track and trace.</p> <p>Good ventilation can help reduce the risk of spreading coronavirus, so focus on improving general ventilation, preferably through fresh air or mechanical systems. Where possible use ways to maintain and increase the supply of fresh air, for example, by opening windows and doors (unless fire doors).</p> <p>The circulation of outside air into the building shall prevent pockets of stagnant air in occupied spaces so the use fans or desk fans may be used, providing good ventilation is maintained by open office doors and working spaces. The risk of transmission through the</p>	Health & Safety Officers to be informed of where extra ventilation is required during warmer weather	August 2020	Monitor according to weather and request.

			<p>use of ceiling and desk fans is extremely low providing there is good ventilation in the area it is being used.</p> <p>The health and safety officers will ensure there is adequate ventilation in all teaching area's and that the maintenance of fans are checked on a regular basis and security checks that windows/doors are closed after use.</p>			
<p>Getting or spreading coronavirus in common use high traffic areas such as learner areas, corridors, toilet facilities, entry/exit points, Staff Kitchen</p>	<p>Staff & learners (especially those with existing underlying health conditions)</p> <p>Visitors to the premises on business</p> <p>Contractors</p> <p>Clients (Vulnerable groups – Elderly, Pregnant)</p>	<p>INFORM THE COMBINATION OF CONTROLS TO REDUCE THE RISK IN BUILDINGS AND ROOMS.</p> <p>limiting and displaying the number of people in rooms to meet social distancing rules</p> <p>stagger learner numbers and staff attendance and breaks managing maximum occupancy numbers for rooms and building use</p> <p>reorganise facilities in all areas such as removal and spacing out of workstations, chairs and tables</p> <p>Put in place physical barriers, signage and floor markings to reduce contact</p>	<p>all designated areas of the Risk assessment shall be supported by signage informing of the required process for cleaning, communication and movement around the building supporting social distancing and hygiene.</p> <p>Signage informs of maximum numbers per room.</p> <p>Learner attendance and staff usage is managed and shared through daily agenda according to maximum numbers. Breaks and times of leaving are staged to not clash maintaining the learner bubbles.</p> <p>ensure social distancing in all areas (teaching & Offices) by closing off and signage, removal of unnecessary furnishings and placing of desks so learners and staff do not directly face each other.</p> <p>The use of screens, tape and Perspex are set up in key areas according to risk assessment to maintain social distancing, use of PPE and maximum numbers according to room allocation.</p>	<p>Responsibility of the Health & Safety Officer to train and inform staff and department staff: dissemination into H&S operations ensuring compliance</p>	<p>JUNE 2020</p>	<p>JUNE 2020</p>

		<p>increase the use of online learning and meeting facilities to manage maximum numbers and reduce people moving around the building.</p> <p>Mark out one-way systems in corridors so traffic routes to manage the flow of people under social distancing rules.</p> <p>Lockers are made available for learners to keep personal belongings</p> <p>Staff changing areas and clothing to change into upon arrival to the Training School preventing outside contamination.</p> <p>Ensure that sanitisation is made available in all designated areas supported by signage and instruction</p>	<p>Monitor the numbers of staff and learners and support learning and communications via blended learning activities. Staff meetings (internal/external) make use of online platforms to maintain reduced movement, social distancing and protection of those shielded.</p> <p>Traffic movement is clearly defined to maintain social distancing and the movement of persons around the building using wall and floor signage.</p> <p>Lockers for the use of learners are clearly identified and made available to keep belongings off the floors and contained (learners may use their own lock and key)</p> <p>Staff uniform is used to protect from staff outdoor clothing which may have been in contact with public transport and areas.</p> <p>in support of hand hygiene and PPE, all offices and toilet areas are supplied and informed with signage for the use of sanitisation and the last time of check / clean down.</p>			
Spread and contraction of Covid-19 Coronavirus	MJTS Educators, none teaching staff, learners.	CLEANING AND SANITISATION Frequently cleaning and disinfecting objects and surfaces	Management and reduction of the spread of coronavirus (COVID-19) reminding everyone of the	Responsibility of the Health & Safety	JUNE 2020	JUNE 2020

<p>and the implementation of COVID SECURE</p>	<p>Clients (Vulnerable groups – Elderly, Pregnant)</p>	<p>that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods (disinfectants are identified in Cleaning Schedules and risk assessments).</p> <p>Areas for disinfection shall be identifiable by stickers confirming dates and person responsible in office and background delivery areas. Workstation Tools, Equipment and PPE checklists and Workstation Sterilisation Checklists shall be displayed on each workstation on the salon floors to clearly identify when cleaning last took place.</p> <p>Specific Guidance issued under risk assessment and method statements for hairdressing & Barbering services, office use and classroom areas</p>	<p>public health advice and assuring disinfection of areas where people may come into contact.</p> <p>Posters, leaflets and other materials are displayed to inform and remind all users of the measures in place and required compliance to prevent the spread of the virus when attending the Training School.</p> <p>Specific method statements and risk assessments to ensure conformity of approach across the site for cleaning. Signage, stickers and displayed checklists offer clear visual confirmation that areas are cleaned and disinfected for use.</p> <p>Ensure that new and existing cleaning products are stored under COSHH, Risk assessed and embedded into Method statements for the safe and appropriate use of staff and learners according to training and instruction</p> <p>Provision and Risk assessment for Laundry and disposable associated products (towels and Gowns etc) are created, informed and trained to staff for use on the salon floors. Signage informs the laundry and disposal of products and trained and instructed by responsible persons.</p>	<p>Officer to train and inform staff and department staff: dissemination into H&S operations ensuring compliance</p>		
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			Stock management ensures plentiful resource and onsite holding to prevent running down of stock and clear logistical planning for holding of resource.			
	Controls and management of workspaces and office areas	signage is displayed in teaching & learning areas, office space, corridors and toilets.	Teaching & Learning areas display signage for teaching rooms and individual workstations to display and inform next users of the last time areas were sanitised (Lucas-cide or Alpha AX) by date and time. Office spaces inform of the date and person responsible	H&S Officers overall management	June 2020	Weekly monitor recorded to MIS
Spread and contraction of Covid-19 Coronavirus and the implementation of COVID SECURE	MJTS Educators, none teaching staff, learners.	<p>Wearing of Gloves and gowns (PPE)</p> <p>Where Risk Assessment and method statement identifies, wearing of nitrile gloves as a requirement of the job must be complied with and monitored by MJTS staff. An adequate supply of these will be provided.</p> <p>Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of PPE safely in provided bins</p>	<p>Staff training on the correct use of PPE and removal according to hand washing and sanitising is trained during the Return to Plan training and monitored on the floors and offices by the COVID 19 champions. Training cascaded to learners prior to learning sessions, underpinned through announcement records prior to start of training.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Hairdressing/ barbering and cleaning staff to follow applicable method statements specific to activity.</p> <p>Stock management ensures plentiful resource and onsite holding to prevent running down of stock and clear logistical planning for holding of resource</p>	Responsibility of the Health & Safety Officer to train and inform staff and department staff: dissemination into H&S operations ensuring compliance	JUNE 2020	JUNE 2020

		(aprons, disposable gowns, aprons).				
Spread and contraction of Covid-19 Coronavirus and the implementation of COVID SECURE	Staff & learners (especially those with existing underlying health conditions) learners and staff Visitors to your premises on business Contractors Clients (Vulnerable groups – Elderly, Pregnant)	PPE and face masks Public Health guidance on the use of PPE (personal protective equipment) to protect against spread of COVID-19 relates to health care settings which have been adapted for close working with the public in this instance. All other settings where staff not dealing with the public or operating in public areas are asked to observe social distancing measures (1m) and practice good hand hygiene behaviours as a minimum requirement. Where a face mask or face shield is a requirement for risks associated with the work undertaken, the following measures will be followed-	All staff to be informed of the organisations provision through the MJTS Return to Work Plan and Staff Training on the Plan. How and when to use PPE in accordance to Good Hygiene and hand hygiene when carrying out specific tasks (<i>in the Training School and on company business</i>) Catch it, Bin it, Kill it Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. To minimise the risk of transmission of COVID-19 checks for face masks and shields shall be carried out. The following additional measures should be carried out – <i>Face masks must cover the mouth and nose (fitted around the nose). (August: Type 2 Face masks and face shield must be worn when working with clients at all times, Disposable face masks are available for working in offices and learner, client use in other areas)</i> face mask elastics must be fitted around both ears at all times	Responsibility of the Health & Safety Officer to train and inform staff and department staff in Return to Work Training sessions and subsequent updates leading up to relaxation of the	JUNE 2020	JUNE 2020 Further Updated August 2020 (type 2 masks)/ October 2020 Further updated Mask fitting training

		<p>face masks rely on having a good seal with the wearer's face.</p> <p>MJTS staff must ensure compliance to the Return to Work plan and health & safety risk assessments for all learners wearing face shields/ masks and visitors wearing masks during their time in the building.</p> <p>Compliance for staff and learners with the LFT testing initially through testing sites, March 2021 being supplied by the government</p>	<p>where face masks become damp on the outside, they must be disposed of in a bin and replaced with a new one.</p> <p>Face shields must be fitted as instructed by the manufacturer and cover the full face.</p> <p>upon fitting face shields and removal, they must be wiped using a disinfectant wipe.</p> <p>face masks and face shields must be worn in accordance with appropriate method statements, risk assessment and COSHH</p> <p>Stock management ensures plentiful resource and onsite holding to prevent running down of stock and clear logistical planning for holding of resource.</p> <p>GM Track & Trace recommendation October 2020: remind of the correct use of PPE (face mask fitting and the removal of gloves) recorded for staff training and the use of training learners (remind and awareness of protocols)</p> <p>Health & Safety Officers Video: Shared via Teams</p> <p>Learners returning to Training (March up to April 12th) are required to have taken a test twice a week and upload there results to help combat asymptomatic spread. Learners and staff test at home and provide the results upon entry. Learners receive two test each time they</p>	<p>pandemic :</p> <p>Health & Safety Team and COVID champions</p>	<p>APRIL 21</p>	<p>Weekly record checks</p>
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		to our sector to report (staff and Learners)	attend (1 as a backup) to support existing covid secure on site regulations			
Spread and contraction of Covid-19 Coronavirus and the implementation of COVID SECURE	<p>Staff & learners (especially those with existing underlying health conditions)</p> <p>Visitors to your premises on business</p> <p>Contractors</p> <p>Clients (Vulnerable groups – Elderly, Pregnant)</p>	<p>Symptoms of Covid-19</p> <p>Refer to section: <i>Reporting of symptoms, track and trace</i></p> <p>If a learner or member of staff becomes unwell with a new continuous cough or a high temperature in the building, they will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time. Recruitment and assessors will keep in touch with learners.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place</p>	<p>Refer to section: <i>Reporting of symptoms, track and trace</i></p> <p>Staff to be reminded on a daily basis of the Return to Work Plan and the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to through the MJTS Return to Work Plan and staff training (<i>aspects include how to report staff, learner experiencing symptoms, contact 119 and track & trace procedures, Isolation Rook on site at MJTS to allow reporting of symptoms</i>).</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation. (as they occur, weekly meeting as a minimum)</p> <p>monitoring of learners or staff with symptoms or form part of the vulnerable groups shall be mindful of mental</p>	Responsibility of the Health & Safety Officer to train and inform staff and department staff: dissemination into H&S operations ensuring compliance	JUNE 2020	JUNE 2020

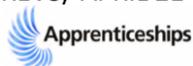
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		premises or domestic residence), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be take (informing Track and Trace)	health and report any concerns of issues to managers/ Directors immediately Where staff are shielded or isolated , this can be evidenced by GP confirmation and the applicable level of 'duty's for work' are applied. This may require remote working and communication or acknowledged sick leave according to GP guidance/ fit note. Directors and line managers shall maintain the appropriate level of continued engagement with staff and records held in the HR file of the individual under confidential authorised access only.			
Spread and contraction of Covid-19 Coronavirus and the implementation of COVID SECURE	Staff driving on company business Employer premises and individual employer risk assessments. learners and domestic situations where re-engagement or support is required for the learner	Car Drivers and off-site visits Procedures for Drivers on company business shall follow the guidance of the government in terms of restrictions of travel. To ensure the welfare of staff, the driving risk assessment shall inform the precautions to take for external visits and the method statement according to risk level at the time.	RAG rated method statements and Risk Assessments informed to staff during the Return to Work Plan Training must be complied with prior to driving on company business, further agreed with Directors before making a journey. All working out in the field schedules must be agreed before underrating any visits outside or the workplace. Visits to the workplace or home visits must be cleared with Directors. The Car Driver and Lone Working risk assessment shall assess off site working according to COVID 19 social distancing. Protocols for Peripatetic visits shall be assured according to employers' workplace provision and maintained social distancing assessment.	Responsibility of the Health & Safety Officer to train and inform staff and department staff: dissemination into H&S operations ensuring compliance	JUNE 2020	JUNE 2020

		Staff working with learners off site should try to carry out any form of delivery and background knowledge via Teams or Zoom.	<p>Home visits should be carried out with the assurance of social distancing, non-infection and isolation in the domestic environment, <i>ideally to be carried on the doorstep in all cases wearing a face mask and observing hand hygiene.</i></p> <p>The intended destination must be able to confirm and have evidence that they have undertaken required measures under COVID 19 where it is to a salon. Where this is a home visit, the visit must be undertaken on the doorstep where possible. The member of MJTS staff must wear a face mask and sanitise their hands entering and leaving where it was necessary to enter into a residence.</p> <p>Communicate with companies we receive delivery from to ensure welfare of staff. All goods are to be dropped and collected at the door.</p>			
Spread and contraction of Covid-19 Coronavirus and the implementation of COVID SECURE	Staff and learners	<p>Mental Health</p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Support Reference -</p>	<p>Risk assessment and reporting will be informed to staff to ensure they are aware and know the reporting under safeguarding and mentoring during COVID 19 via the Return to Work Plan training.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected in accordance to MJTS policies and procedures for Mental health & Stress</p>	Responsibility of the Health & Safety Officer to train and inform staff and department staff: dissemination into H&S	JUNE 2020	JUNE 2020

		https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/	Regular communication of mental health information and open-door policy for those who need additional support.			
	Mental health & Anxiety	Through survey and individual risk assessment monitor the health and wellbeing of staff and learners as a result and during the pandemic.	<p>Survey of learners on the return to work, learners and ensure confidence to return to Training and the workplace aligned to workplace readiness of the Training School and workplace.</p> <p>Monitor individual staff reporting anxiety or reports of symptom's and contacts via the HS58.</p> <p><i>Monitor anxiety and mental health of learners during the return to work 8 weeks after aligned to a BBC report (released 8/09/2020) monitoring wellbeing and anxiety of young people.(HS71)</i></p>	Monitored by the Health & Safety officer/ deputy to ascertain cohort results and individual wellbeing.	JULY 2020	Regular survey of cohorts and individuals creating monthly analysis mental health and anxiety
Spread and contraction of Covid-19 Coronavirus	Staff, learners, clients and visitors.	Maintenance and general Security Ensure that the maintenance of the building according to COVID	Services and systems shall be fully checked and maintained to ensure the general security of the building (<i>shutters, alarm systems, fire detection and alarms, water and the risk of legionella, electricity and</i>	Responsibility of the Health & Safety Officer	JUNE 2020	JUNE 2020

<p>and the implementation of COVID SECURE</p>	<p>adjoining properties and businesses.</p>	<p>Secure and general maintenance is upheld and responsive to the Back to Work Plan</p> <p>emergency protocols of Evacuation and Invacuation are informed and rehearsed to ensure compliance to the COVID Secure arrangements</p>	<p><i>gas supply shall be checked and dated to ensure systems are safe for operation)</i></p> <p>Invacuation and evacuation process and procedure is carried out and maintains COVIS SECURE where reasonable and practicable according to emergency or situation. The level of risk or incident shall supersede COVID SECURE where there is significant risk to harm or life.</p>			
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Reviewed: Simon Stuart

Responsibility: Operations Director/ Covid Champion

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