



Activity	POTENTIAL RISKS/ACTIVITIES AND ACTIONS
Pre - Return	<p>Go ahead to re-open? UK Government guidelines https://www.gov.uk/coronavirus checked - April 2021 GCMT Guidelines http://www.gcmt.org.uk/covid-19.html checked - April 2021 MTI Guidelines https://www.massagetraining.co.uk/covid19-menupage checked - April 2021 FHT Guidelines https://www.fht.org.uk/coronavirus-guidelines checked - April 2021 Balens insurers updates https://www.balens.co.uk/Covid checked - April 2021</p> <p>HOW STUDENTS ARE INFORMED OF UPDATED COURSE GUIDLINES Updated RA Student Guide with details of any blended learning delivery To be available/emailed to students and tutors Updated Learning Contract to reflect COVID-19 safe working responsibilities – signed and dated Covid screening online form – track and trace consent - via telephone/email form, agreed, signed, dated Tutors & students temperatures checked on arrival and logged Confirm with tutors and students no COVID symptoms currently present Premises assessed and appropriate sanitisation materials purchased and in place</p> <p>Documents to be filed with risk assessment in Health & Safety policy: Link to Gov. Guidelines MTI/FHT/GCMT Guidelines Balens Statement linked RA Student Guide and learner contract updated Updated Learning Contract - tutor/student responsibilities re adhering to safe Covid-19 working Updated copy of Covid screening form</p> <p>ACTION POINTS: Update student email to ensure new learning contract and student information received by all – Done 23rd April Ensure student responses (email/digital forms) have been received, read and understood Include co-tutors in all communications</p> <p>(Complete and maintain files for all insets)</p>



<p>General Hygiene</p>	<ul style="list-style-type: none"> • Social distance • Face masks • Wash hands • Sanitiser • Sneeze and cough protocol • Utilise onsite pedal bins • Minimise touch – light switches, heater controls <p>Practical session protocols</p> <ul style="list-style-type: none"> • Appropriate clothing for massage/MFR • Jewellery and make up minimal & safely individually stored • Hair under control • Nails short • Reminder of PPE and linens usage • Guidance on donning and doffing. All students required to complete WHO online course and send in certificate <p>ACTION POINTS</p> <p>Check all above covered in student info Invite students to the WHO course, check all understand principles of PPE use during introduction Remind students via email what they need to bring prior to any training Recap housekeeping rules & protocols at the start of any training days Signage in place around building</p> <p>Complete on</p>
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<p>Premises – Washroom facilities</p>	<p>Requirements to ensure washroom facilities are suitable for use</p> <ul style="list-style-type: none">• Room equipment minimised and extra cleaning supplies stored safely• Tutors only access to supplies storage and re-stock as needed• Adequate supply of toilet roll and paper towels for washroom• Paper towels and sanitising wipes for study area• Pedal bin for paper towels• Bags available for sanitary products• Pump action soap dispenser• Notices for hand washing & sanitising protocol, flush with lid closed and wipe/sanitise handles after using• Students informed of cleaning procedure and expectations <p>Documents to be digitally filed with risk assessment Daily temperature checks and symptoms assessment</p> <p>ACTION POINTS:</p> <ul style="list-style-type: none">• Handwashing & sanitising protocol notices laminated• Lid down before you flush signs• Check cleaning supplies for re-stocking <p>Completed on</p>
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<p>Premises – other rooms – student refreshments</p>	<p>Student access & use protocols for beverage/refreshments area?</p> <ul style="list-style-type: none">• Reminders that students and tutors wash hands before and after all break times• Students may be leaving the premises at lunchtime to visit nearby facilities. If they have brought a packed lunch, consume outside, socially distanced in the yard or garden or in their car• At lunchtime – students and tutors to store personal items carefully in their allotted crates/area for reuse later. Students advised to keep spare clothing with them• Extra time allocated for lunch to facilitate adequate time for premises cleaning and ventilation• Tables and chairs to be disinfected immediately after use• An urn of hot water will be available throughout the day for hot drinks. Students to be allotted their own cup and be responsible for washing them• Wherever students or teaching staff have used the kitchen sink, urn, or touched other surfaces they must disinfect immediately after use• Doors and windows to be left open and/or opened frequently throughout the day as available <p>Documents to be filed with risk assessment Cleaning schedule and frequency filed</p> <p>ACTION POINTS</p> <ul style="list-style-type: none">• Cleaning as per RA• Hand sanitiser and disinfectant station accessible throughout• Students reminded of protocol of not touching anything unnecessarily and cleaning after themselves• Signage – wash hands, wipe everything after use, ‘minimise contact’ <p>Completed on</p>
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<p>Tutors entering and opening up premises</p>	<p>RE-OPENING PROCEDURS TO PREPARE BUILDING SAFELY BEFORE STUDENT INSET</p> <ul style="list-style-type: none">• Complete Covid screening forms preceding day of course day/days• Tutors – complete Lateral Flow Tests• Tutors – don mask and sanitise hands before entering training/multiuse areas• Open doors and windows to ventilate• Place bags/belongings in storage area/crate mat and remove shoes/change into indoor footwear• Wash & sanitise hands – follow protocols and instructions• Temp checks, and record on Covid screening form filled in prior to arrival onsite• Keep belongings organised in room, change into unit teaching clothing - loose casual trousers tops/shirts with buttons and aprons for massage/MFR• Student arrival preparations – sanitise all contact areas - room set up socially distanced• Student arrival safety equipment – sanisiter, spare masks, Covid declaration forms signed <p>Documents to be filed with risk assessment Tutors arrival procedure fulfilled</p> <p>ACTION POINTS Write up tutors arrival and departure procedures 'No entry/private' areas clearly signed</p> <p>Completed on.....</p>
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<p>Student entering premises</p>	<p>STUDENTS BUILDING ENTRY PROTOCOLS and HOW TO MANAGE THEIR BELONGINGS</p> <ul style="list-style-type: none"> • Students telephoned/messaged day before to complete Covid screening form • Students to park at the front of the building so they can clearly see from their vehicle if OK to enter • Students encouraged not to bring large outdoor coats/bulky clothing and to minimise belongings • Wear face covering before entering building • Door will be open and only one student to enter at a time. Next person can enter once the person in front of them is seated. If two people arrive in car park at the same time – priority given to anyone not travelling by car • Student arrives at open door – already wearing facemask (disposable spares if student forgets or mask is unusable) • Use sanitisers • Temperature check students and record • Student arrival is staggered to accommodate Lateral Flow Testing in waiting area (chairs socially distanced and area ventilated). Students offered guidance and support as required by Tutors (Tutors in full PPE). If students are able to produce evidence of a negative result from home or centre testing within 24 hours of start of course this will suffice • When test is negative student can proceed to the training room. If positive they will be advised to return home and seek further advice and testing • Wash hands in washroom and observe bathroom protocols of wiping handles • Individual shoe storage utilised • Students belongings stored in individual crates/tubs only • Separate protocol on how to manage notes/learning tools – linens bagged, etc. reusable PPE bagged. Students will be given clear instructions on what they need to bring and reminded of this • Seats socially distanced • Tutors ensure all sanitising preps in place before students arrive • Temperature checks & Covid forms, check nothing has changed since inset and on subsequent days <p>Documents to be filed with risk assessment</p> <p>Student arrival procedure</p> <p>ACTION POINTS: Signage / Consider making arrival video for WhatsApp group</p> <p>To purchase – containers. Advise students of re-usable options if they wish to make purchases</p> <p>Completed on</p>
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<p>General Teaching – use of room</p>	<p>CHANGES TO GENERAL TEACHING AND MASSAGE/MFR DEMONSTRATIONS?</p> <ul style="list-style-type: none"> • Students remain seated or standing distanced • If general teaching – teacher stands near TV/whiteboard and teaches from there – pens taken from box for whiteboard if used and replace straight back in box after handling – not laid down on surfaces • Limit amount of verbal questioning where possible – some anatomy learning content accessed online • Massage/MFR demonstrations – practice body is co-tutor • Hand wash and donning/doffing of appropriate PPE, visors, masks • Couches distanced with doors & windows open for ventilation • Couches or on-site massage/MFR chairs/stools sanitised prior to use • Cover couches with sanitise friendly covers • Use sanitise friendly pillow/bolster covers – couch cover on top and/or own pillowcase to cover • Practice body places their own linens including face cradle cover • Post-practice, practice body changes and places all belongings in crate • Hand sanitiser – support or direct receiver with draping (provided by participant) • Massage/MFR guidance sheet displayed on screen if possible – if not use pre-written flip chart/white board • Ensure use of single use spatula to prevent double dipping when using waxes or creams to prevent cross contamination – remember wipe containers before and after treatment • Use pump dispenser for oils/lotions – remember wipe before and after massage treatment • (Consider using recording if available alongside demonstrations!?) • Practice body helped off table if necessary and changes – store clothing safely • Practice body removes own linens from couch and stows away bagged and in crate • Pillows and bolsters santised • Post-practice sessions couches sanitised. Removal of appropriate clothing/PPE and stow washables in plastic (laundry) bin liner (60 degrees wash) • Remove and sanitise visors • Disposables in pedal bin • Wash hands <p>ACTION POINTS:</p>
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	<p>Set up Checklist and support students with massage couch set up protocols Can include pillow case and face cradle diagrams – display on screen Consider set up and clear up video for WhatsApp group share Clean down checklist</p> <p>Completed on</p>
<p>POST COURSE – ensure everyone knows this information</p>	<p>If tutors or students develop symptoms – call 119 for advice. If test – keep course tutors/students informed If you are informed that someone you have been in contact with has Covid-19, you must self-isolate for 14 days If symptoms develop, tests can be ordered at: https://www.nhs.uk/conditions/coronavirus-covid-19/ or call 119 If Covid test positive Test and Trace will be in contact to advise. If Covid test negative, you can return to work providing you do not have any another contagious conditions/contraindications to Practice</p>
<p>Client caveats – applicable to students when working with each other</p> <p>Any concerns checked with tutor</p>	<p>People with the following health issues are considered a Covid-19 RED FLAG and may require full PPE for session or GP consent to treat (consider the impact on GPs time in this situation)</p> <p>Those shielding vulnerable family members, front-line NHS staff, carers and those who have been in contact with anyone suffering from Covid-19 Anyone currently receiving treatment for cancer, suffering lung conditions or is post-operative Experiencing post Covid-19 circulatory complications (deep vein thrombosis, micro-embolisms, stroke symptoms or pulmonary embolism). THIS IS AN IMPORTANT CONSIDERATION AS POST COVID BLOOD COAGULATION PROBLEMS CAN BE EXPERIENCED Aged 70 years or above Pregnancy Heart and/or respiratory conditions Supressed immune systems Diabetes BMI over 39 Recheck this list prior to start up in May 2021</p>