



Activity	POTENTIAL RISKS/ACTIVITIES AND ACTIONS
<p><b>Pre - Return</b></p>	<p>UK Government guidelines <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> checked - March 2022                      GCMT Guidelines <a href="https://www.gcmt.org.uk/covid-19.html">https://www.gcmt.org.uk/covid-19.html</a> checked March 2022  <b>15th JULY 2021 - ENGLAND Update</b>  <b>DUTY OF CARE</b> - Advice for therapists in England only.                      As per the latest <a href="#">Government Guidelines</a>, the formal and legally required restrictions have been removed as of 19th July 2021 and the onus is upon personal responsibility for ongoing protection.                      MTI Guidelines <a href="https://www.massagetraining.co.uk/covid19-menupage">https://www.massagetraining.co.uk/covid19-menupage</a> checked - March 2022                      FHT Guidelines <a href="https://www.fht.org.uk/coronavirus-guidelines">https://www.fht.org.uk/coronavirus-guidelines</a> checked - March 2022                      Balens insurers updates <a href="https://www.balens.co.uk/educational-resources/covid-19/">https://www.balens.co.uk/educational-resources/covid-19/</a> checked – March 2022</p> <p><b>HOW STUDENTS ARE INFORMED OF UPDATED COURSE GUIDLINES</b>                      Updated RA Student Guide with details of the blended learning delivery. To be available/emailed to each student and tutors  <b>Updated Learning Contract</b> to reflect COVID-19 safe working responsibilities – signed and dated  <b>Covid screening online form</b> – track and trace available (Register maintained) - via telephone/email form, agreed, signed, dated                      Tutor &amp; student temperature checks on arrival and logged                      Confirm with tutors and students <b>no</b> COVID symptoms currently present                      Premises assessed and appropriate sanitisation materials purchased and in place  <b>Documents to be filed with risk assessment in Health &amp; Safety policy:</b>                          Link to UKGov. 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><b>ACTION POINTS:</b>                      Update student files to ensure new learning contract and student information received by all                      Ensure student responses (email/digital forms) have been received, read and understood                      Include co-tutors in all communications</p>



	(Complete and maintain files for all insets)
<b>General Hygiene</b>	<ul style="list-style-type: none"> <li>• Social distance</li> <li>• Face masks</li> <li>• Wash hands</li> <li>• Sanitiser</li> <li>• Sneeze and cough protocol</li> <li>• Utilise onsite pedal bins</li> <li>• Minimise touch – light switches, heater controls</li> </ul> <p><b>Practical session protocols</b></p> <ul style="list-style-type: none"> <li>• Appropriate clothing for massage/mfr</li> <li>• Jewellery and make up minimal &amp; safely individually stored</li> <li>• Hair under control</li> <li>• Nails short</li> <li>• Reminder of PPE and linens usage</li> <li>• Guidance on donning and doffing. All students invited to complete WHO online course and send in certificate</li> </ul> <p><b>ACTION POINTS</b></p> <p>Check all this covered in student info          Check participants understand and adhere to PPE good practice protocols          Remind students via email what they need to bring prior to any training          Recap housekeeping rules &amp; protocols at the start of any training          Signage in place around building</p>



<p><b>Premises – Washroom facilities</b></p>	<p><b>Requirements to ensure washroom facilities are suitable for use</b></p> <ul style="list-style-type: none"> <li>• Room equipment minimised and extra cleaning supplies stored safely</li> <li>• Tutors only access to supplies storage and re-stock as needed</li> <li>• Adequate supply of toilet rolls and paper towels for washroom</li> <li>• Paper towels and sanitising wipes for study area</li> <li>• Pedal bin for paper towels</li> <li>• Bags available for sanitary products</li> <li>• Pump action soap dispenser</li> <li>• Notices for hand washing &amp; sanitising protocol, flush with lid closed and wipe/sanitise handles after using</li> <li>• Students informed of cleaning procedure and expectations</li> </ul> <p><b>Documents to be digitally filed with risk assessment</b> Daily temperature checks and symptoms assessment</p> <p><b>ACTION POINTS:</b></p> <ul style="list-style-type: none"> <li>• Handwashing &amp; sanitising protocol notices laminated</li> <li>• Lid down before you flush signs</li> <li>• Check cleaning supplies for re-stocking</li> </ul>
<p><b>Premises – other rooms – student refreshments</b></p>	<p><b>Student access &amp; use protocols for beverage/refreshments area</b></p> <ul style="list-style-type: none"> <li>• Reminders that students and tutors wash hands before and after all break times</li> <li>• Students may be leaving the premises at lunchtime to visit nearby facilities. If they have brought a packed lunch, consume outside if possible, socially distanced indoors</li> <li>• At lunchtime – students and tutors to store personal items carefully in their allotted crates for reuse later. Students advised to keep spare clothing with them</li> <li>• Extra time allocated for lunch to facilitate adequate time for premises cleaning and ventilation</li> <li>• Tables and chairs to be disinfected immediately after use</li> <li>• If students use the microwave, they need to have their own containers and cutlery and wash them separately before removing them from the kitchen</li> <li>• 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</li> </ul>



	<ul style="list-style-type: none"> <li>• Wherever students or teaching staff have used the kitchen sink, urn, or microwave or touched other surfaces they must disinfect immediately after use</li> <li>• All doors between training room, dining areas and kitchen to be left open throughout the day as available</li> </ul> <p><b>Documents to be filed with risk assessment</b> Cleaning schedule and frequency for kitchen and dining area</p> <p><b>ACTION POINTS</b></p> <ul style="list-style-type: none"> <li>• Cleaning schedule</li> <li>• Hand sanitiser and disinfectant station accessible in all areas</li> <li>• Students reminded of protocol of not touching anything and cleaning after themselves</li> <li>• Signage – wash hands, wipe everything after use, ‘minimise contact’</li> </ul>
<p><b>Tutors entering and opening up premises</b></p>	<p><b>PROCEDURES TO PREPARE BUILDING SAFELY BEFORE STUDENT INSET</b></p> <ul style="list-style-type: none"> <li>• Complete Covid screening forms preceding day of course</li> <li>• Teacher dons mask and sanitises hands before entering student spaces</li> <li>• Open windows and back door</li> <li>• Place bags/belongings in individual box and remove shoes/change into unit shoes</li> <li>• Sanitise hands</li> <li>• Wash hands – follow protocols and instructions</li> <li>• Temperature checks, and record on arrival</li> <li>• Keep belongings organised and wear plastic aprons for demonstrations/practical sessions</li> <li>• Student arrival preparations – sanitise all contact areas - room set up socially distanced</li> <li>• Student arrival safety equipment – sanisiter, spare masks, covid declaration forms signed</li> </ul>



<p><b>Student entering premises</b></p>	<p><b>STUDENTS BUILDING ENTRY PROTOCOLS and HOW TO MANAGE THEIR BELONGINGS</b></p> <ul style="list-style-type: none"> <li>• Students telephoned/messaged day before to complete Covid screening form</li> <li>• Students to park at the front of the building so they can clearly see from their vehicle if OK to enter</li> <li>• Students encouraged not to bring large outdoor coats/bulky clothing and to minimise belongings</li> <li>• Wear face covering before entering building</li> <li>• 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</li> <li>• Student arrives at open door – already wearing facemask (disposable spares if student forgets or mask is unusable)</li> <li>• Use sanitisers</li> <li>• Temperature check students and record</li> <li>• Students belongings stored in individual crates/tubs only</li> <li>• 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 each weekend</li> <li>• Individual shoe storage utilised</li> <li>• Wash hands in washroom and observe bathroom protocols of wiping handles</li> <li>• Seats socially distanced</li> <li>• Tutors ensure all sanitising preps in place before students arrive</li> <li>• Temperature checks &amp; Covid forms, check nothing has changed since inset and on subsequent days</li> </ul> <p><b>Documents to be filed with risk assessment</b> Student arrival procedure</p> <p><b>ACTION POINTS:</b> Signage Advise students of re-usable options if they wish to purchase</p>



<p><b>General Teaching – use of room</b></p>	<p><b>CHANGES TO GENERAL TEACHING AND MASSAGE/MFR DEMONSTRATIONS?</b></p> <ul style="list-style-type: none"> <li>• Students remain seated or standing distanced</li> <li>• If general teaching – teacher stands near 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</li> <li>• Limit amount of verbal questioning where possible – some prior anatomy learning content accessed online</li> <li>• Massage/MFR demonstrations – practice body is co-tutor</li> <li>• Hand wash and donning/doffing of appropriate PPE, visors, masks</li> <li>• Couches distanced with doors &amp; windows open for ventilation</li> <li>• Couches or on-site massage/mfr chairs sanitised prior to use</li> <li>• Cover couches with sanitise friendly covers</li> <li>• Use sanitise friendly pillow/bolster covers – couch roll on top and/or own pillowcase to cover</li> <li>• Practice body places their own linens including face cradle cover</li> <li>• Post-practice, practice body changes and places all belongings in crate</li> <li>• Hand sanitiser – support or direct client with draping</li> <li>• Massage/MFR guidance sheet displayed on screen if possible – if not use pre-written flip chart/white board</li> <li>• 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</li> <li>• Use pump dispensers for oils/lotions – remember wipe before and after massage treatment</li> <li>• Practice body helped off table if necessary – store clothing safely</li> <li>• Practice body removes own linens /sanitises couch cover ready for re-use</li> <li>• Pillows and bolsters santised</li> <li>• Post-practice sessions couches sanitised. Removal of appropriate clothing/PPE and stow washables in covered laundry bag in laundry bin</li> <li>• Remove and sanitise visors</li> <li>• Disposables in pedal bin</li> <li>• Wash hands</li> </ul> <p><b>ACTION POINTS:</b> Clean down checklist – all areas</p>
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<p><b>POST COURSE – Covid positive test protocol – up to 36 – 48 hours subsequently</b></p>	<p>If attendees develop symptoms – All Informed to contact On The Spot Training Course leaders.</p>
<p><b>Client caveats – applicable to students when working with each other during OTS training</b></p> <p><b>Any further concerns – check in with OTS training tutors</b></p>	<p>People with the following health issues are considered a Covid-19 RED FLAG and <b>may be required to observe and maintain full PPE for training session duration or</b> 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</p> <p>Anyone currently receiving treatment for cancer, suffering lung conditions or is post-operative</p> <p>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</p> <p>Aged 70 years or above</p> <p>Pregnancy</p> <p>Heart and/or respiratory conditions</p> <p>Supressed immune systems</p> <p>Diabetes</p> <p>BMI over 39</p>