



QUALITY DOCUMENTS

Q.P. NUMBER 05C

HEALTH AND SAFETY
IN LINE WITH COVID-19
GUIDELINES



This document forms an integral part of the Company Quality system, and adherence to the requirements specified within are mandatory upon all Company personnel and upon any subcontractor required to work in accordance with it.

This is a controlled document and must not be altered in any way without authorisation from the Company Quality Manager.

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Date: 01/07/2020

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**DOCUMENT AMENDMENTS AND UPDATES**

Date amended	Revision Number	Section Amended	Amendment made	Name of person inserting change
12 May 20	0		New document, Original issue	
18 May 20	1	9 10 10 11	Safety glasses added (47) Hot air dryers to be disconnected from use (64) Buildings well ventilated always (70) Sharing of stationary items prohibited (74)	Tim Armitt
28 May 20	2	27	Replaced section contents in line with revised Government advice.	Tim Armitt
1 July 20	3	throughout	Re-numbered and re-formatted to conform with other QMS documents. Document updated to include reference to QD documents. Due to changes in recommended social distance, reference to 2m has been replaced by 'recommended social distance'	Susan Young

All changes are hi-lighted

Copies of this document are sent to PCN/BINDT



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1.0 SCOPE & OBJECTIVES

- 1.1 This procedure addresses the subject of COVID-19 in the workplace outlining appropriate safety considerations in line with UK Government advice.
- 1.2 The measures identified within this procedure are mandatory however, as these are ever changing times, this procedure may be amended as dictated by Government advice and instructions.
- 1.3 Failure to comply with this procedure may result in persons being asked to leave Lavender premises or disciplinary action against an employee.

2.0 RESPONSIBILITIES

- 2.1 The Operations Director is responsible for the administration of this procedure and to ensure that it is implemented in all locations.
- 2.2 It is the responsibility of students and visitors or anyone who needs to be on Lavender premises to inform Lavender International if they have any underlying health conditions that would require further health and safety measures.
- 2.3 It is the responsibility of any person who wishes to attend Lavender International premises to immediately identify to Lavender staff prior to entering any building that they may be infected with COVID-19 or may have been in close proximity with someone who has been confirmed to have COVID-19.
- 2.4 It is the responsibility of Lavender Management to ensure that all staff are kept fully up to date with actions that are required to reduce risk of exposure to Covid-19 in the workplace.
- 2.5 It is the responsibility of Line Managers and Team Leaders to ensure that their own and communal areas are cleaned and disinfected in accordance with this procedure.
- 2.6 It is the responsibility of all employees to ensure that their personal desks and offices are cleaned and disinfected in accordance with this procedure.

3.0 BACKGROUND INFORMATION

- a) The Coronavirus (COVID-19) is highly contagious.
- b) COVID-19 poses a significant risk to life and needs to be taken very seriously.
- 3.3 COVID-19 is a global pandemic which will remain with us until a vaccine has been successfully made and produced in sufficient quantities to inoculate the world.
- 3.4 It is expected that mass vaccination will not be available for 12 to 24 months from the date of this document origin.
- 3.5 World economies cannot survive long-term lockdown until a vaccine is made available.



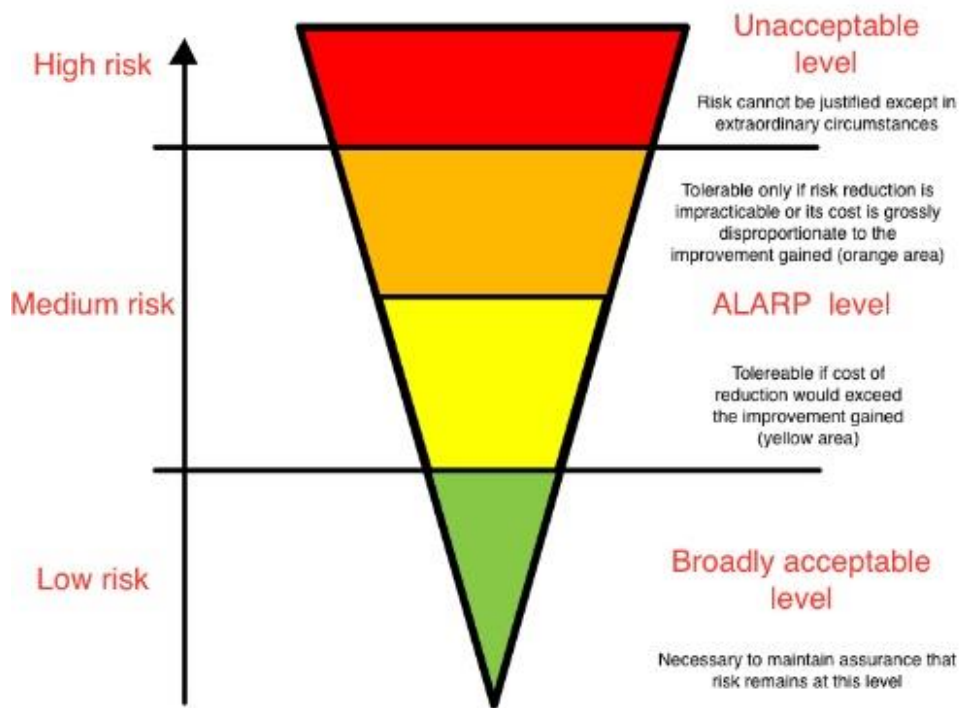
- 3.6 This forces us all to accept that we will have return to work in one form or another during the COVID-19 pandemic.
- 3.7 Strict health and safety rules must be enforced to minimise risk of infection.
- 3.8 Minimising risk of infection does not and cannot guarantee that infection will not take place.
- 3.9 Successful infection control relies on everyone following strict hygiene procedures.

4.0 **INFECTION CONTROL**

- 4.1 COVID-19 has been identified as a virus that is passed from person to person through droplets of moisture from the body. This is mainly in the form of air exhaled when breathing and most probable from droplets of moisture known as aerosols, during coughing or sneezing. The virus is absorbed into the body through the mouth, nose, or eyes. Current medical advice is that the virus does not enter through the skin or open wounds.
- 4.2 Minimising the risk of infection is managed in the following ways:
 - a. Prevention of aerosols from projecting away from an infected person's body
 - b. Shielding persons that are not infected from potential aerosols
 - c. Extremely thorough hand washing routines regularly practices throughout the day.
 - d. Regular and rigorous regimes of disinfection of hard surfaces which can sustain aerosol droplets for several hours or days.

5.0 **MINIMISING THE RISK**

- 5.1 Everyone must accept that there is no possible means of eliminating any form of risk of being infected by COVID-19. Risk exists wherever people meet, whatever they touch and wherever they go, and this includes grocery stores, petrol stations, public transport, park railings, gates, and doorways. Like many other health and safety hazards the risk using the ALARP system should be reduced to **As Low As Reasonably Practicable**. This approach is one recognised by the UK Health and Safety Executive. ALARP does not represent zero risk.
- 5.2 To quote the HSE ***"We have to expect the risk arising from a hazard to be realised sometimes, and so for harm to occur, even though the risk is ALARP. This is an uncomfortable thought for many people, but it is inescapable"***.



- 5.3 Appended to this procedure is the Lavender International COVID-19 risk assessment. The risk assessment shall be read in conjunction with this procedure in full.
- 5.4 The risk assessment uses a 6 by 6 matrix identifying areas of increased risk.
- 5.5 The risk matrix balances likelihood of occurrence against most probable severity.

Most Probable Severity						
Likelihood of Occurrence	6	12	18	24	30	36
	5	10	15	20	25	30
	4	8	12	16	20	24
	3	6	9	12	15	18
	2	4	6	8	10	12
	1	2	3	4	5	6

- 5.6 The table below identifies categories of likely occurrence and most probable severity. This table is commonly used in all forms of risk assessment.



In assigning the numerical factors, the following can be used for guidance.

	Likelihood of Occurrence	X		Most Probable Severity	=	Risk Rating
0	Impossible	x	0	No Injury	=	0
1	Very Low	x	1	Slight or Minor Injury	=	1
2	Below Average	x	2	First Aid Injury	=	4
3	Average	x	3	Lost Time Injury	=	9
4	Above Average	x	4	Serious Injury or health risk	=	16
5	Very High	x	5	Permanent Disablement	=	25
6	Certain	x	6	Fatality	=	36

- 5.7 To be able to minimise risk, all areas of risk need to be identified. The following are areas identified within the workplace where risk to COVID-19 exists, grouped into respective areas.

6.0 UNAUTHORISED ACCESS

- 6.1 Unauthorised access to buildings and premises has been identified as a potential source of risk.
- 6.2 All buildings used by Lavender International shall be securely locked and either fully alarmed or permanently manned by security employees.
- 6.3 Unauthorised access during work hours shall be continually monitored by all Lavender International employees being vigilant to monitor who is in respective buildings, units, and premises.
- 6.4 Unauthorised persons shall be politely asked the purpose of their visit and where applicable politely asked to leave.
- 6.5 All potential surfaces that may have been touched by unauthorised persons shall be cleaned using disinfectant wipes.

7.0 POOR HOUSEKEEPING

- 7.1 Critical to the successful implementation of infection control outlined in this procedure is good housekeeping, general tidiness, and extreme cleanliness.
- 7.2 All employees, students and visitors are expected to maintain good housekeeping, keeping their respective work areas clean and tidy and ensuring that all waste materials are disposed of into waste bins provided.
- 7.3 Adherence to this procedure in full is essential to controlling infection within the workplace.



8.0 MINIMISING AEROSOL RISK THROUGH SOCIAL DISTANCE OR PPE

8.1 Social distancing:

- a. Waiting in line for registration
- b. Congregating in communal areas
- c. Smoking shelters
- d. Passing in corridors
- e. Seating in offices and classrooms
- f. Working together in workshops
- g. Restrict employees, students, and visitors to one work area or business unit
- h. Ground transportation, air travel and commuting to and from work

9.0 ADDRESSING THE RISK OF AEROSOL TRANSMISSION

- 9.1 UK government advice has been to maintain a minimum **social distance** of 2 metres (6'-6"), **where possible**, between persons as a means of minimising the risk of infection from COVID-19 in the form of exhaled aerosol droplets. **From 6th July, the minimum social distance will be 1m.** This advice is supported by Public Health England.
- 9.2 All workplaces shall try to maintain this distancing wherever practicable to minimise risk.
- 9.3 Wherever practicable distance markers shall be used to guide persons to line up at the correct prescribed social distance. This shall be in areas where registration takes place or where lines are formed for drinks machines or waiting to use other facilities.
- 9.4 Congregating in groups at distance of less than **that recommended by the Government** is prohibited.
- 9.5 Use of smoking shelters shall also be governed by the same social distancing rule. In cases of inclement weather smokers may need to stagger occupancy of smoking shelters to ensure that the **social distance** rule is applied.
- 9.6 Wherever practicable one-way systems shall be put in place to minimise passing in corridors. Passing on corridors where the design of buildings makes one-way systems impracticable is permitted so long as individuals do not dwell in close proximity with one another.
- 9.7 Offices shall be reorganised to ensure that seating is at least **the recommended social distance** apart. This may include reorganising how many employees occupy a given office and rearranging office furniture.
- 9.8 Classrooms where students attend for theory lectures shall be rearranged to ensure that students are seated at least **the recommended social distance** apart wherever practicable. In cases where this is not practicable, and when work is conducted in workshops where working in proximity of less than **the recommended social distance** is unavoidable appropriate PPE shall be worn.



- 9.9 When working at **less than the recommended social distance**, face masks shall be worn covering the mouth and nose to prevent aerosol droplets being projected toward others.
- 9.10 Plastic visors or goggles or safety glasses may additionally be worn to shield the eyes and face. These shall be made available to those who wish to use them.
- 9.11 Correct donning and doffing procedures shall be maintained to minimise the risk of infection from used PPE.
- 9.12 All employees, students and visitors shall be trained on how to put on (Don) and take off (Doff) PPE by watching The Covid-19 Health and safety Training video **(QD 789)** which shall be shown to all students and visitors at the beginning of their visit.
- 9.13 Disposable gloves shall be made available for use in NDT methods which involve chemicals.
- 9.14 The UK government have identified that use of disposable gloves is not necessary for everyday work. The Government health advisors highlighted an elevated risk from persons wearing protective gloves touching many surfaces without consideration of cross contamination to others when the wearer perceives themselves to be protected.
- 9.15 Social distancing within an organisation should be extended to isolating employees, students, and visitors to one business unit, floor, or work area minimising crossover as much as is practicably possible.
- 9.16 Commuting to and from work should be done wherever practicable using separate means of transport. Car sharing should only be done with members of the same family living together.
- 9.17 When use of public transport, including buses, trains, flights, and cases where car sharing is unavoidable, appropriate PPE shall be worn. This shall as a minimum be use of a face mask covering the mouth and nose to prevent exhaled aerosols being transmitted to those in proximity.
- 9.18 At all times persons shall avoid touching their face.
- 9.19 Workers should cover any coughs or sneezes with a tissue, then dispose of the tissue in a bin and immediately wash their hands.

10.0 PROCEDURE FOR HAND WASHING AND SANITISING

- 10.1 Government advice remains that thorough washing of hands with warm water and soap for a minimum of 20 seconds is the most effective way of hand hygiene.
- 10.2 Taps that can be activated by the elbow and not hands should be fitted wherever possible. Tap levers typically found in medical facilities shall be sourced wherever practicable.



- 10.3 Turning water on and off shall be done without touching the taps with bare hands. This minimised the risk of contaminating a common surface which could contaminate hands after washing thoroughly.
- 10.4 In cases where more traditional taps exist paper towels shall be used to turn taps on and off. Dirty hands must never touch taps directly, paper towels used to turn on taps shall be discarded, and fresh paper towels used to switch off taps.
- 10.5 Hands shall be washed following Public Health England procedures. Wall posters shall be placed in the vicinity of every wash station.
- 10.6 Hands shall be wet thoroughly and then soap applied. Washing shall include throughout scrubbing of fingers, nails and cuticles, palms, and wrists. The washing process shall be a minimum of 20 seconds under warm running water.
- 10.7 Hands shall be dried using paper towels. Hot air hand dryers shall wherever possible be disconnected to prevent use.
- 10.8 Hand washing procedure shall be demonstrated to all employees and training also given to all students and visitors **by viewing QD789 COVID-19 Health and Safety Training video.**
- 10.9 Use of alcohol sanitisers may be effective if sufficient sanitiser is applied and thoroughly applied in the same procedure as hand washing covering all surfaces of the hands, fingers, and wrists. Hand sanitiser should only be used where hands are otherwise clean to the eye and have no extraneous dirt or debris.
- 10.10 Caution shall be applied to use of alcohol hand sanitisers ensuring that all traces of alcohol have evaporated before entering a room or facility where ignition risks from electrical devices and / or static discharge exist. A minimum of 2 minutes shall be allowed after using alcohol hand sanitiser before commencing or recommencing work.
- 10.11 Alcohol hand sanitisers shall not be used or allowed in any office, room or workshop where apparatus including computers, photocopiers, inspection and test equipment or any surface that could emit a static discharge exist. This also includes use close to vending machines and kitchens where kettles and microwave ovens exist.
- 10.12 Buildings shall always be well ventilated including, where practicable, the opening of additional windows to improve natural air flow.

11.0 SURFACES THAT MAY BECOME CONTAMINATED

- 11.1 Aerosol droplets can be ejected over some considerable distance when a person sneezes or coughs. If an infected person sneezes or coughs the surfaces upon which the aerosol droplets land will become contaminated.
- 11.2 The life of contamination on a given surface is at this stage not clear but is expected to be no more than 72 hours maximum. For simplicity, all surfaces shall be assumed to be contaminated unless robustly cleaned with a form of disinfectant medium.



11.3 The following are surfaces that should be considered contaminated. This list is for guidance only and not considered exhaustive.

- i) Fabric of a building
 - a) Door handles
 - b) Handrails
 - c) Elevator touch pads
 - d) Light switches
 - e) Chairs
 - f) Desks
 - g) Computer keyboards, computer mice, mouse pads and screens
 - h) Photocopier switches
 - i) Refuse bins
- ii) Toilet Facilities
 - a) Toilet handles
 - b) Toilet seats
 - c) Door latches
 - d) Taps
 - e) Soap dispensers
- iii) Kitchen facilities
 - f) Taps
 - g) Soap dispensers
 - h) Kettle handles and switch
 - i) Microwave handles and touchpads
 - j) Refrigerator handles
 - k) Cutlery drawers
 - l) Countertop surfaces
- iv) Communal drinks/vending machines
 - a) Surfaces
 - b) Touch pads
- v) Classroom facilities
 - a) Chairs
 - b) Desks
 - c) Pens
 - d) Rulers
 - e) White boards
 - f) Board markers
- vi) Workshop facilities
 - a) Chairs



- b) Desks
 - c) Pens
 - d) Rulers
 - e) White boards
 - f) Board markers
 - g) Workbench surfaces
 - h) Metal samples
 - i) Electronic Equipment
 - j) Cables
 - k) Probes and arrays
 - l) Wedges
 - m) Couplant pots
 - n) Computer keyboards, computer mice, mouse pads and screens
- vii) Vehicles, cars, vans, and trucks
 - a) Door handles (internal and external)
 - b) Steering wheels
 - c) Gear shifts
 - d) Hand brakes
 - e) Dashboard switches
- viii) Personal clothing can potentially become infected from aerosol droplets if face coverings had not been used resulting in droplets from someone coughing or sneezing being propelled onto clothing.
- ix) Sharing of stationary items including pens and rulers is prohibited.

12.0 DECONTAMINATION OF SURFACES

- 12.1 All the above listed surfaces shall be cleaned at regular intervals throughout the day with disinfectant wipes or bleach products taking full heed of warnings attached to each cleaning product.
- 12.2 Care shall be taken to consider the compatibility of some cleaning products with certain surface or item materials.
- 12.3 Care shall also be taken to ensure adequate ventilation is made in accordance with the cleaning product guidelines.
- 12.4 Alcohol and solvent cleaning products shall only be permitted in areas where appropriate fume extraction exists or outdoors at distances away from any doors or windows and far away from any sources of potential ignition including smoking shelters.
- 12.5 Each office, training room, workshop, refreshment area, toilet block and corridor, including stair handrails and elevators, shall be cleaned throughout the day. Each segment of a building shall be assigned to an individual to take on the responsibility of cleaning.



- 12.6 Persons conducting surface cleaning shall wear **the PPE provided**. Plastic aprons shall be made available to protect the person conducting cleaning from cleaning materials being used.

13.0 DECONTAMINATION OF SAMPLES

- 13.1 Wherever practicable, samples shall be post cleaned using solvent cleaner or disinfectant. Cleaning wipes and tissues shall be disposed of directly into waste containers provided.
- 13.2 All persons conducting sample cleaning shall wear disposable gloves. Gloves shall be removed in accordance with PPE training and posters that will be fitted around all workshops and classrooms.
- 13.3 Wherever practicable, samples shall be rotated, isolating recently used samples in a quarantine area for a period of at least 72 hours allowing time for any potential virus residue to die.

14.0 DECONTAMINATION OF COMPUTERS AND PORTABLE EQUIPMENT

- 14.1 Equipment, including computerised and electronic instruments, computer keyboards and mice, shall be thoroughly cleaned after use with disinfectant or alcohol wipes.
- 14.2 Sharing of office computers, tablets, keyboards, and computer mice is prohibited.
- 14.3 Personal office workstations shall be cleaned by respective persons operating the computers and electronic test equipment.
- 14.4 Students shall use the same computer and electronic test equipment for the full course duration including the end of course exam. Sharing of computers and electronic test equipment is prohibited.
- 14.5 Wherever practicable, portable equipment supplied for use by students, including computerised and electronic instruments, computer keyboards and mice shall be rotated after use, placing used equipment in a quarantined area for at least 72 hours allowing time for any potential virus residue to die.
- 14.6 Classrooms that use computer terminals shall have spare computer keyboards, computer mice and mouse pads to allow rotation of these items after completion of each course to remove any potential risk of virus residue remaining.

15.0 DECONTAMINATION OF CONSUMABLE CONTAINERS

- 15.1 Ultrasonic couplant gel shall be administered in small squeezable sauce bottle containers with integral funnel lids. Open tubs of couplant are not permitted.
- 15.2 Refilling of couplant pots shall be performed by a member of Lavender International staff. Students are not be permitted to open couplant pot lids.



- 15.3 External surfaces of pots of couplant and other forms of NDT consumables, including aerosol media used for Magnetic and Penetrant testing shall be cleaned with disinfectant daily.

16.0 PERSONAL CLOTHING

- 16.1 Use of coveralls or aprons could be considered as much to protect from aerosol droplets as can they also be considered carriers. Government advice for hygiene in hospitals and residential care facilities advocates plastic aprons when attending to the personal needs of patients which is very different to attending theory lectures and practical training in a training school. For this reason, coveralls and or aprons are not mandated in the training school environment.
- 16.2 In cases where the student wishes to wear coveralls or plastic aprons the following shall apply.
- 16.3 Coveralls shall be removed peeling them off and turning them inside out in the same way health workers doff surgical gowns.
- 16.4 Likewise use of plastic aprons shall be donned and doffed to follow **QD 789 COVID-19 Health and Safety Training video**.
- 16.5 Removal of plastic aprons shall follow the procedure of tearing the ties, folding outside in, and discarding into the waste bin.
- 16.6 The Health and safety video shall be shown to all students and visitors at the beginning of **their first day of attendance**.

17.0 DISPOSAL OF WASTE

- 17.1 Disposable items such as paper towels, cleaning wipes, face masks, plastic aprons and facial tissues shall be treated as temporary clinical waste.
- 17.2 Items shall be placed into bins lined with black plastic refuse bags.
- 17.3 Refuse bags shall be regularly removed by trained employees wearing disposable gloves.
- 17.4 Refuse bags shall be tied tightly closed and double bagged. The bags can then be deposited in an appropriate waste receptacle outside of the building.
- 17.5 Persons depositing waste shall remove gloves as **directed** in **QD 789 COVID-19 Health and Safety Training video**.

18.0 BUILDING EVACUATION

- 18.1 If a building needs to be evacuated for whatever reason, including fire and fire drills, social distancing shall always be maintained wherever practicable.



18.2 Employees, students, and visitors shall be instructed to maintain **the minimum recommended social distance** apart when congregating at assigned fire assembly muster points.

18.3 Face masks covering the mouth and nose shall be worn if social distancing at designated muster points is not achievable.

19.0 RECEPTION OF STUDENTS AND VISITORS

19.1 In cases where general reception is necessary the reception staff shall be shielded by purpose built plastic screens. Visitors and students shall wait in line at distances of at least **the recommended social distance** apart.

19.2 Wherever practicable, consideration should be given to use of pop-up tents to register people outside of the building. This may be subject to prevailing weather conditions where strong winds would cause an additional risk of injury or damage to property.

19.3 Employees', students', and visitors' temperatures shall be taken upon arrival each day using a non-contact digital thermometer. Persons exhibiting signs of fever (temperatures above 38C (100.4F)), shall be asked to return home and self-isolate and consult their local GP or the health service advice line for further guidance.

19.4 Persons who develop a fever during the day shall be sent home and likewise recommended to see phone their GP or the national health helpline (dial 111 in the UK).

19.5 All students and visitors shall agree to abide by Lavender International NDT Health and Safety procedures including special procedures in force to address the COVID-19 coronavirus. **Signed agreement of QD 782 (Student and Visitor Questionnaire Signature Sheet)** is mandated before entry into Lavender facilities is permitted.

20.0 RISK TO AND FROM THIRD PARTIES

20.1 Employees and students shall disclose if they or those they have had close contact with suffer from COVID-19 symptoms.

20.2 Contact with persons suspected of having COVID-19 should be avoided.

20.3 Employees or students living with others who display symptoms should stay at home for 14 days from the first day the first person got the symptoms.

21.0 EMPLOYEES CLASSED AS AT RISK

21.1 All employees shall be questioned to identify at risk employees.

21.2 At risk employees shall be strongly advised to self-isolate in line with government guidance and will not be permitted to undertake certain tasks unless specifically agreed and authorised by Lavender International management.



- 21.3 At risk employees will wherever possible be found work to do from home.
- 21.4 In cases where work cannot be done from home additional risk analysis shall be done to identify what if any additional measures need to be in place to allow the employee to work.

22.0 HIGH RISK EMPLOYEES

- 22.1 Employees known to be at Higher Risk will be required to follow government guidance and will not be permitted to undertake certain tasks in the workplace.
- 22.2 At present these include:
- a) Pregnant women
 - b) People over the age of 70
 - c) People who have had an organ transplant and or are taking immunosuppressant medicine
 - d) People who are having chemotherapy
 - e) People who have blood or bone marrow cancer
 - f) People who have severe chest condition, such as cystic fibrosis or severe asthma
 - g) People with severe health conditions

23.0 SITE WORKING AND VISITING OTHER COMPANIES

- 23.1 At the point of initial enquiry all health and safety procedures and risk assessments shall be requested from the client for review by Lavender International management.
- 23.2 If Lavender International management deem the client's procedures and risk assessments to fall below those set out in this document, then the client will be asked to adopt practice of this document for the period when Lavender International employees remain onsite.
- 23.3 The client shall agree in writing to abide by all the health and safety procedures at all times whilst Lavender employees are visiting their site and that all respective social distancing, surface cleaning and hygiene shall be maintained and instances where the recommended social distance cannot be maintained that PPE in accordance with this procedure or better shall be provided and worn.

24.0 TRAVELLING BY COMPANY VEHICLE TO SITE

- 24.1 Lavender International employees shall travel to site in vehicles provided and wherever possible this shall be one person per vehicle.
- 24.2 In cases where more than one person per vehicle is unavoidable all persons shall wear as a minimum face masks covering the mouth and nose. Visors are not required to be worn as these may restrict the driver's vision creating a significant risk of road traffic incident.
- 24.3 Company vehicles shall always be fully maintained. The driver shall check and ensure correct quantities and levels of the following before embarking on a journey:



- a) Tyre pressures
 - b) Tyre wear
 - c) Oil level
 - d) Brake fluid level
 - e) Windscreen washer fluid level
 - f) Functionality of all lights
 - g) High visibility vest
 - h) First aid kit
 - i) Stock of PPE suitable for the duration of the onsite work including PPE for travel and service stops. This will include face masks, visors, and disposable gloves as a minimum.
 - j) Hand sanitising gel and wet wipes.
- 24.4 The vehicle fuel tank shall be filled up before embarking on a long journey to minimise the amount of service stops necessary.
- 24.5 It is recognised that employees will need to take comfort breaks on long journeys. Employees should treat service stops as higher risk locations and should wear face masks when visiting rest areas, takeaway food stores and toilet facilities.
- 24.6 Employees should be prepared to eat and drink inside the isolation of their vehicle away from communal areas.
- 24.7 Strict hand washing as identified in this procedure applies plus, when returned to the vehicle. The use of wet wipes to cleanse door handles when the car door is opened and hand sanitiser to clean hands before consuming food or drink.
- 24.8 If unforeseen mechanical breakdown occurs or the vehicle is immobilised due to a road traffic incident the following procedure shall apply.
- a) Ensure the occupants wait in a safe location away from any potential road traffic hazard and minimising any social distance risk.
 - b) Call respective emergency services including the Company fleet breakdown cover agency.
 - c) Call a member of senior management at Lavender International informing of the situation.
 - d) Maintain social distancing wherever possible and in cases where you need to assist others, or you need personal assistance use appropriate PPE carried in the vehicle.
 - e) In cases where a vehicle is recovered, and the occupants transferred by the breakdown company, face masks covering the mouth and nose shall always be worn.

25.0 FOREIGN TRAVEL INCLUDING TRAVEL BY AIR

- 25.1 Significant risk has been identified to travelling with groups of people in enclosed spaces. This includes travelling on aircraft and includes passing through airports, security lanes, immigration channels and walking through terminals.
- 25.2 Non-essential air travel shall be avoided.



- 25.3 Employees embarking on essential travel shall pack all necessary PPE to protect themselves during travel and when they arrive and stay at their destination.
- 25.4 Wearing of face masks is mandatory during all travel from arriving at the airport terminal to arriving at the point of residence at the designated destination.
- 25.5 Determination of what is essential shall be carefully considered by Lavender International management. Considerations shall include business critical functionality, client critical need and support for recognised industries classed as critical to the fabric of a nation. Such industries include supply of water, light and power, gas and electricity, medical facilities, health and safety functions and safety critical inspections where lack of inspection could be considered a risk to human life.
- 25.6 International travel is currently restricted with significantly limited routes operating. Before agreeing to conduct international work a separate risk analysis shall be completed addressing the following points.
- a) Availability of flights and internal transport
 - b) Availability of travel insurance including medical cover for COVID-19
 - c) Availability of emergency hospital care in the region of travel
 - d) Availability and provision for emergency evacuation if necessary, on grounds of ill health or increased reinfection rates in the region of travel.
 - e) Availability of appropriate accommodation where if necessary self-isolation may be imposed by the nation being entered for a period of 14 days before work can commence.

26.0 NON-COMPLIANCE

- 26.1 Failure to comply with this procedure, including refusal to wear appropriate PPE and negligent hygiene, will result in the following.

Students

- a) The first offence: a verbal warning shall be given.
- b) The second offence: a written warning shall be given to the student and a copy sent to their employer.
- c) The third offence will result in the individual's training or examination being terminated, and the person being dismissed from the premises.
- d) Course fees for individuals that have been dismissed on grounds of non-compliance with this procedure shall not be reimbursed.

Employees

- a) The first offence: a verbal warning shall be given.
- b) The second offence: a written warning shall be given to the employee.
- c) The third offence will result in formal disciplinary action which may result in employment being terminated.



27.0 PROCEDURE WHEN EMPLOYEES, STUDENTS OR VISITORS SHOW SYMPTOMS OF COVID-19 ON LAVENDER PREMISES

27.1 Current UK government advice states the following below. When this changes this procedure will be revised accordingly.

27.2 If you have been in close contact with, but do not live with, a person who has tested positive for coronavirus (COVID-19), follow the guidance below.

Who is this guidance for?

27.3 This guidance is for people who have been notified by NHS Test and Trace that they are a contact of a person who has had a positive test result for coronavirus (COVID-19).

27.4 This guidance explains what you should do if the NHS Test and Trace service notifies you that you are a contact of a person who has tested positive for coronavirus (COVID-19) and you do not live with that person.

27.5 The NHS Test and Trace service will notify you by text message, email or phone.

What do we mean by a 'contact'?

27.6 A 'contact' is a person who has been close to someone who has tested positive for coronavirus (COVID-19) anytime from 2 days before the person was symptomatic up to 7 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:

- a person who has had face-to-face contact (within one metre), with someone who has tested positive for coronavirus (COVID-19), including: being coughed on, having a face-to-face conversation, within one metre, or having skin-to-skin physical contact, **or any contact within one metre for one minute or longer without face-to-face contact**
- a person who has been within 2 metres of someone who has tested positive for coronavirus (COVID-19) for more than 15 minutes
- a person who has travelled in a small vehicle with someone who has tested positive for coronavirus (COVID-19) or in a large vehicle or plane near someone who has tested positive for coronavirus (COVID-19)


27.7 Medical advice is clear: contacts of a person who has tested positive for coronavirus (COVID-19) **must self-isolate at home** because they are at risk of developing symptoms themselves in the next 14 days and could spread the virus to others before the symptoms begin.

27.8 If you are a contact of someone who has tested positive for coronavirus (COVID-19), then you will be notified by the NHS Test and Trace service via text message, email or phone. If you are notified, please follow the guidance in this document closely.



- 27.9 If you have not been notified that you are a contact, this means you do not need to self-isolate and should follow the general guidance.
- 27.10 This guidance does not include health care workers and others working in health and social care settings, who should follow separate guidance.
- 27.11 If you have been informed that you are a contact of a person who has had a positive test result for coronavirus (COVID-19), medical advice is clear: you must immediately self-isolate at home for 14 days from the date of your last contact with them.
- 27.12 Stay at home for 14 days and follow the Stay at Home: guidance for households with possible or confirmed coronavirus (COVID-19). **Do not go to work**, school, or public areas, and do not use public transport or taxis.
- 27.13 You are at risk of getting COVID-19 for the next 14 days. Since we now know that people can become infectious up to 2 days before symptoms begin, you could spread the disease to others if you do not go into isolation.
- 27.14 Even if you never get symptoms, you can still be infected and pass the virus on without knowing it.
- 27.15 You should not arrange for testing unless you develop symptoms of coronavirus (COVID-19). The most important symptoms are a new continuous cough, a high temperature, a loss of, or change in, your normal sense of taste or smell (anosmia).
- 27.16 If you do not have symptoms of coronavirus (COVID-19), other people in your household do not need to self-isolate at home with you.
- 27.17 Take steps to reduce the possible spread of infection in your home: for example, wash your hands often for at least 20 seconds, using soap and water, or use hand sanitiser.
- 27.18 Where possible, arrange for anyone who is clinically vulnerable and clinically extremely vulnerable to move out of your home, to stay with friends or family for the duration of your home isolation period.
- 27.19 If you cannot arrange for vulnerable people to move out of your home, stay away from them as much as possible, following the guidance. For the clinically extremely vulnerable please follow the shielding guidance.

**28.0 COVID-19 WORKPLACE RISK ASSESSMENT****GENERAL RISK ASSESSMENT**

COMPANY	Lavender International NDT Ltd And Lavender International NDT USA, LLC	REFERENCE NUMBER	COVID-19 RA1
		EMPLOYEE GROUP	Employees / Students / Visitors
		TASK	Essential work during Covid-19 outbreak
		PREMISES	All Lavender NDT Premises
ASSESSORS NAME	Timothy J Armitt	DATE	2 nd April 2020
ASSESSMENT SUMMARY			
<p>This assessment is based upon observations made and information received at the time, and with the advice available at the time. Dynamic re-assessment may be required to account for subsequent changes in circumstances, conditions or official advice from Government bodies.</p> <p>This assessment relates only to risks arising from Covid-19 and should be considered alongside existing risk assessments</p> <p>As far as possible all personnel will work and remain the recommended 2 metre distance apart and hygiene and cleanliness will be given the highest priority.</p>			
SIGNIFICANT RISKS REQUIRING ACTION	PERSONS AT RISK	ACTION REQUIRED	
Transmission of Covid-19 virus	All	Employees/ students should disclose if they or those who they have had close contact with suffer symptoms or have been confirmed as carrying covid-19.	
SIGNIFICANT FINDINGS			
Surfaces should be cleaned regularly with appropriate anti-bacterial substances, cleaning schedule to be in place. Ensure sufficient soap and hot water available to allow for regular hand washing Ensure sufficient tissues available for personnel to use if necessary Suitable PPE (face masks, protective gloves etc) should be available where personnel may not be able to maintain safe distancing			
OTHER RELEVANT ASSESSMENTS	Normal work and site risk assessments		
ASSESSORS SIGNATURE			

GRA - Essential work during Covid-19 outbreak

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HAZARD TYPE	DESCRIPTION OF HAZARD	LIKELIHOOD OF OCCURRENCE (0 – 6)	PROBABLE SEVERITY (0 – 6)	RISK RATING	EXISTING CONTROLS / COMMENTS AND FURTHER ACTION
		(0 – 6)	X (0 – 6)	=	
ACCESS/EXIT	Unauthorised access to premises and working areas	2	4	8	Suitable access control measures in place to prevent unauthorised access Only those persons authorised by the company will be permitted on to site Access to working areas will be controlled to ensure social distancing maintained
BIOLOGICAL AGENTS	Contact with virus (Social Distancing)	2	4	8	Social distancing will be achieved wherever possible. Wherever possible work will be arranged to maintain the minimum safe separation Breaks to be staggered to ensure that only a suitable number of personnel are in the canteen or welfare facilities and that they can remain 2m apart. Employees / students will be instructed on rules
	Contact with virus (Spreading by person)	2	4	8	Employees will be provided with guidance relating to coughing, sneezing, hand shaking & other contact Tissues should be available for employees. Employees should use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.
	See also 'Poor Hygiene' section				
	Reaction to using alcohol hand sanitiser	1	3	3	Company will ensure hand sanitiser is purchased from recognised suppliers only Employees / students to report any symptoms considered to be as a result of using hand sanitiser
INAPPROPRIATE CLOTHING	Failure to wear supplied PPE when required	2	4	8	PPE will be supplied and employees instructed on use Company issued face masks should be worn where social distancing is not achievable Employees instructed on use
POOR HOUSEKEEPING	Infection from failure to maintain high standards	2	4	8	Cleaning schedule to be implemented throughout the working areas, ensuring that work surfaces, door handles, taps etc. are all thoroughly cleaned with an antibacterial cleaning substance.
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POOR HYGIENE	Infection from failure to maintain personal hygiene standards	2	4	8	Employees/students to be reminded to follow high personal hygiene standards Employees / students to wash hands with soap regularly and thoroughly, for at least 20 seconds. Employees/students reminded not to touch their eyes, nose or mouth if their hands are not clean. Consider providing hand moisturiser or barrier cream as employees/students will be expected to wash their hands regularly.
	Infection from poor company hygiene standards	1	4	4	Welfare facilities will contain suitable levels of soap, antibacterial gel and hand drying methods. Robust cleaning schedule to be in place Hand sanitiser should be considered at premises entry points
WORK STATIONS	See 'Poor Housekeeping' & 'Poor Hygiene' sections				
RISKS FROM & TO THIRD PARTIES	Catching from others or infecting others	2	4	8	Employees/students should disclose if they or those who they have had close contact with suffer symptoms Contact with personnel suspected of having caught COVID-19 should be avoided. Employees/students who have a new, persistent cough and/or a high temperature are to self-isolate for 7 days. Employees living with others who display symptoms should stay at home for 14 days from the day the first person got symptoms.
	RISK NOT MENTIONED ABOVE (STATE)				
AT RISK EMPLOYEES	Those deemed at risk by government advice	1	4	4	Employees should be questioned to identify potential or actual at risk employees. At-risk employees will be strongly advised to self-isolate in line with government guidance and will not be permitted to undertake this task unless specifically agreed and authorised by company management.

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HIGH RISK EMPLOYEES	Those deemed at higher risk by government advice				<p>Employees should be questioned to identify those at higher risk.</p> <p>Employees known to be at Higher risk will be required to follow government guidance and will not be permitted to undertake this task.</p> <p>At present these include;</p> <ul style="list-style-type: none"> o Pregnant women o People over 70 o People who have had an organ transplant and are taking immunosuppressant medicine o People who are having chemotherapy or radiotherapy o People who have blood or bone marrow cancer o People who have a severe chest condition, such as cystic fibrosis or severe asthma o People who have other serious health conditions
TRAVEL	Catching or passing infection during travel	3	4	12	<p>Travel to and from work should be by private vehicle, alone where possible</p> <p>Employees should not access public transport unless absolutely necessary.</p> <p>Non-essential travel will be avoided.</p> <p>The latest government campaign posters should be displayed in the welfare areas and in suitable places around site where possible.</p> <p>Regular updates should be issued relating to national and company rules and requirements</p> <p>Where possible and safe to do so and at an acceptable distance, toolbox talks and safety briefings may be carried out, warning employees/students of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p> <p>The company will continually review and adopt new government / WHO guidance as and when it is available.</p>
LACK OF AWARENESS	Increased risk from lack of awareness of disease and appropriate control measures	2	4	8	

**29.0 STUDENT AND VISITOR QUESTIONNAIRE SIGNATURE SHEET**

Registration process shall include all students and visitors completing a questionnaire with the following yes/ no questions.

1. Do you have a fever? Yes / No
2. Do you have a new or persistent cough? Yes / No
3. Do you have any body aches and pains or muscle cramps? Yes / No
4. Have you recently lost any sense of taste or smell? Yes / No
5. Have you had any of the above symptoms within the last 14 days? Yes / No
6. Has any member of your household exhibiting any of these symptoms? Yes / No
7. Do you consent to us taking your temperature with a non-contact thermometer at regular intervals during your stay at our facility? Yes / No

Agreement to abide by Lavender International Health and Safety Rules

I agree to abide by Lavender International NDT Health and Safety procedures including special procedures in force to address the COVID-19 coronavirus.

Print Name:

Signature:

Date:

**30.0 POSTERS TO BE USED AT ALL LAVENDER INTERNATIONAL FACILITIES**

Public Health
England

Putting on personal protective equipment (PPE) for non-aerosol generating procedures (AGPs)*

Please see donning and doffing video to support this guidance: https://youtu.be/-GncQ_ed-9w

Pre-donning instructions:

- Ensure healthcare worker hydrated
- Remove jewellery
- Tie hair back
- Check PPE in the correct size is available

- 1** Perform hand hygiene before putting on PPE.



- 2** Put on apron and tie at waist.



- 3** Put on facemask – position upper straps on the crown of your head, lower strap at nape of neck.



- 4** With both hands, mould the metal strap over the bridge of your nose.



- 5** Don eye protection if required.



- 6** Put on gloves.



*For the PPE guide for AGPs please see:
www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures

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Public Health
England

Taking off personal protective equipment (PPE) for non-aerosol generating procedures (AGPs)*

Please see donning and doffing video to support this guidance: https://youtu.be/-GncQ_ed-9w

• PPE should be removed in an order that minimises the risk of self-contamination

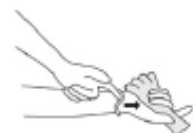
• Gloves, aprons (and eye protection if used) should be taken off in the patient's room or cohort area

1 Remove gloves. Grasp the outside of glove with the opposite gloved hand; peel off. Hold the removed glove in the remaining gloved hand.



Slide the fingers of the un-gloved hand under the remaining glove at the wrist.

Peel the remaining glove off over the first glove and discard.



2 Clean hands.



3 Apron. Unfasten or break apron ties at the neck and let the apron fold down on itself.



Break ties at waist and fold apron in on itself – do not touch the outside – **this will be contaminated**. Discard.



4 Remove eye protection if worn. Use both hands to handle the straps by pulling away from face and discard.



5 Clean hands.



6 Remove facemask once your clinical work is completed.



Untie or break bottom ties, followed by top ties or elastic, and remove by handling the ties only. Lean forward slightly. Discard. DO NOT reuse once removed.

7 Clean hands with soap and water.



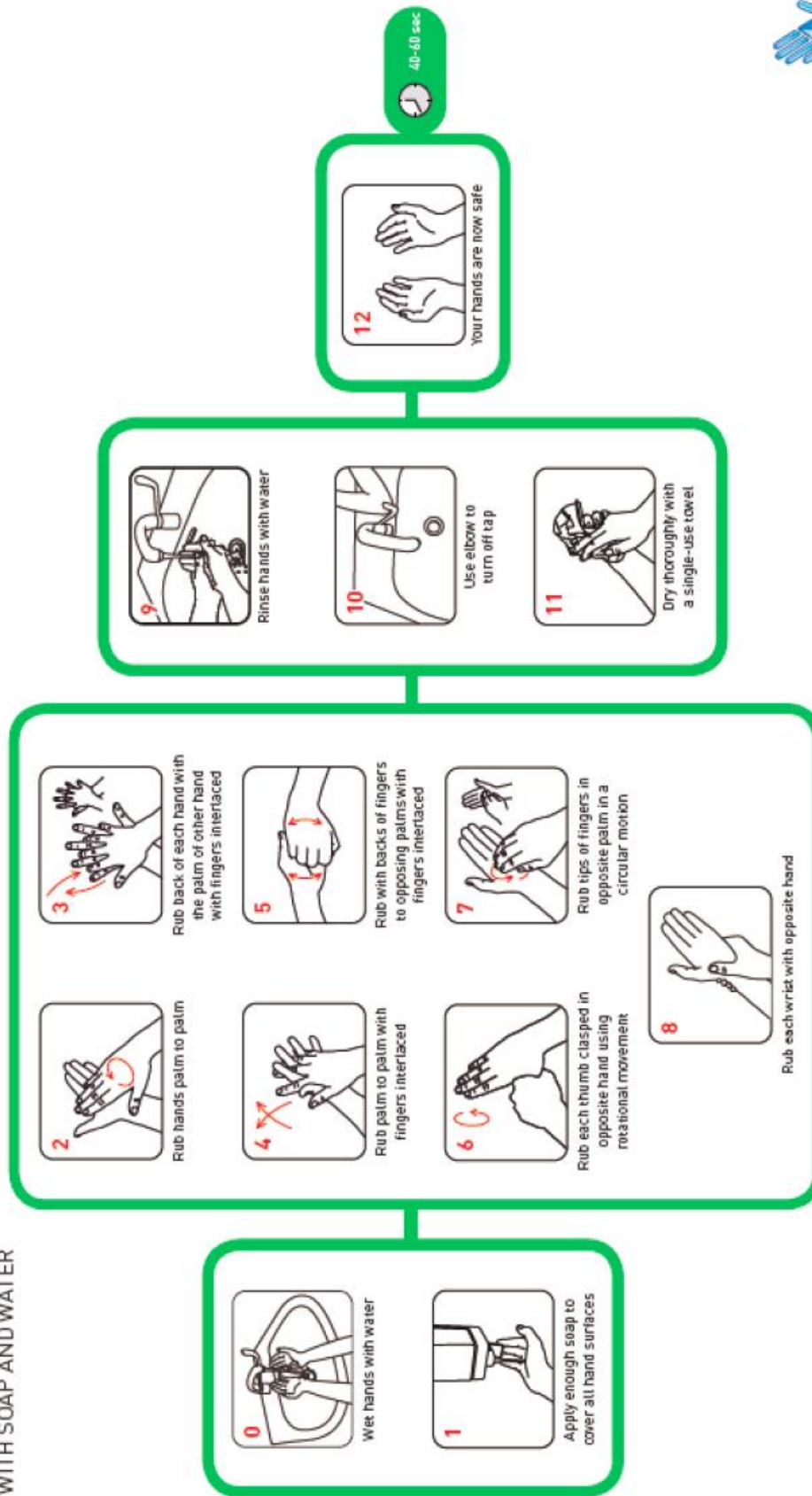
*For the PPE guide for AGPs please see: www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures

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HAND CLEANING TECHNIQUES

How to handwash?

WITH SOAP AND WATER



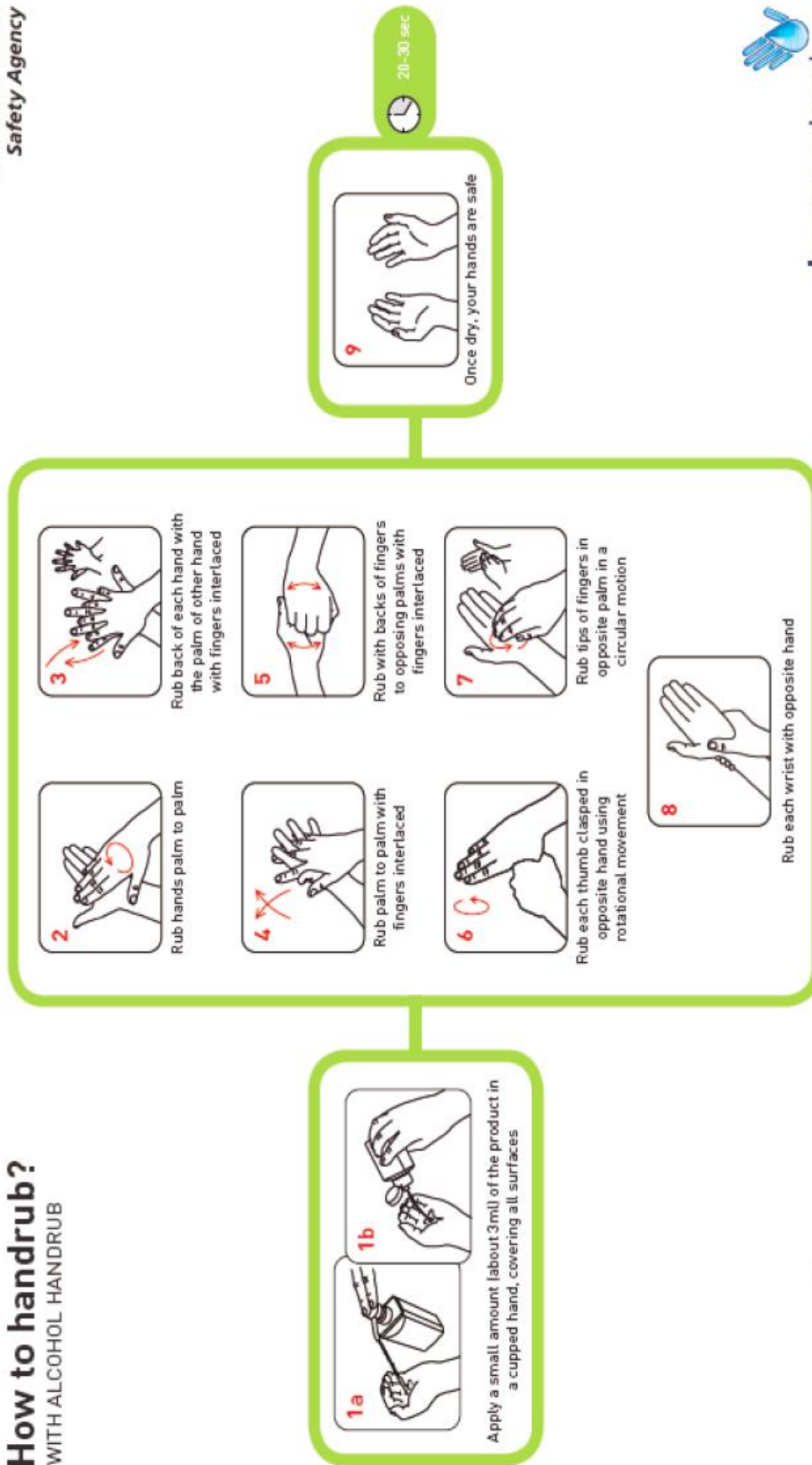
www.npsa.nhs.uk/cleanyourhands

Adapted from World Health Organization Guidelines on Hand Hygiene in Health Care

HAND CLEANING TECHNIQUES

How to handrub?

WITH ALCOHOL HANDRUB



www.npsa.nhs.uk/cleanyourhands

Adapted from World Health Organization Guidelines on Hand Hygiene in Health Care