



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.

Issued by: *S Young*

Title: Quality Manager

Date: 01/08/2021

Authorised / Approved by: *Nicola Doddsley*

Title: Operations Director

Date: 01/08/2021

**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 Due to changes in recommended social distance, reference to 2m has been replaced by 'recommended social distance'	Susan Young
23 Sept 20	4	9.1 19.5	Removal of 1m social distance Section inserted	Tim Armitt
1 Aug 21	5	throughout	Procedure revised in line with current Government guidelines	Susan Young

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 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 both 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.

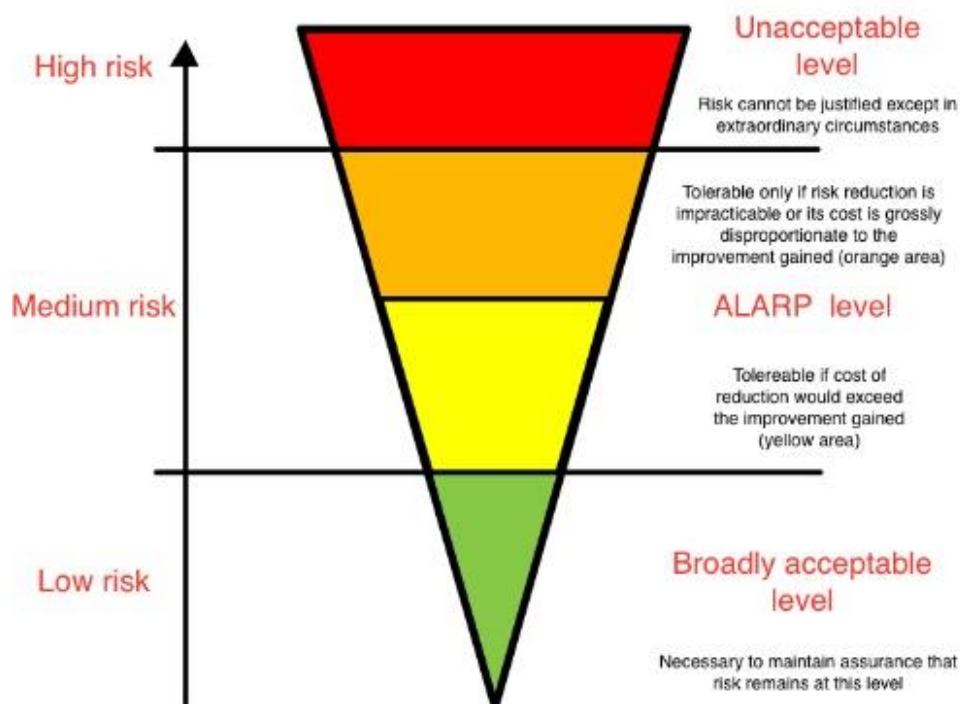
3.0 INFECTION CONTROL

- 3.1 COVID-19 has been identified as a highly-contagious 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.
- 3.2 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.

4.0 **MINIMISING THE RISK**

- 4.1 Risk of infection exists wherever people meet, whatever they touch and wherever they go. 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.



- 4.2 To be able to minimise risk, all areas of risk need to be identified. The following sections identify areas within the workplace where risk to COVID-19 exists.

5.0 **UNAUTHORISED ACCESS TO PREMISES**

- 5.1 Unauthorised access to buildings and premises has been identified as a potential source of risk.
- 5.2 All buildings shall be locked when not in use.
- 5.3 Unauthorised persons shall be politely asked the purpose of their visit and, where applicable, asked to leave.
- 5.4 All potential surfaces that may have been touched by unauthorised persons shall be cleaned using disinfectant wipes.



6.0 POOR HOUSEKEEPING

- 6.1 Critical to the successful implementation of infection control outlined in this procedure is good housekeeping, general tidiness, and extreme cleanliness.
- 6.2 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.

7.0 ADDRESSING & MINIMISING THE RISK OF AEROSOL TRANSMISSION

- 7.1 Social distancing and/or use of PPE shall be encouraged in all areas wherever practicable to minimise risk of infection.
- 7.2 Wherever practicable distance markers or appropriate signage shall be used to guide persons to line up at the correct prescribed social distance, for example in areas where registration takes place or where queues are formed for drinks machines or waiting to use other facilities.
- 7.3 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.
- 7.4 Classrooms where students attend for theory lectures shall be arranged to ensure maximum social distancing wherever practicable.
- 7.5 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.
- 7.6 Disposable gloves shall be made available for use in NDT methods which involve chemicals.
- 7.7 Workers should cover any coughs or sneezes with a tissue, then dispose of the tissue in a bin and immediately wash their hands.

8.0 HAND WASHING AND SANITISING

- 8.1 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.
- 8.2 Hands shall be washed following Public Health England procedures. Wall posters shall be placed in the vicinity of every wash station.
- 8.3 Hands shall be dried using paper towels. Hot air hand dryers shall wherever possible be disconnected to prevent use.
- 8.4 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.



- 8.5 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.
- 8.6 Buildings shall always be well ventilated including, where practicable, the opening of additional windows to improve natural air flow.

9.0 CONTAMINATION OF SURFACES

- 9.1 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 may become contaminated.
- 9.2 All such surfaces shall be assumed to be contaminated unless robustly cleaned with a form of disinfectant medium.
- 9.3 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) Waste 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.

9.4 Surfaces where contamination may occur shall be cleaned at regular intervals with disinfectant wipes or bleach products taking full heed of warnings attached to each cleaning product.

9.5 Offices, training rooms, workshops, refreshment areas, toilets and corridors, including stair handrails, shall be cleaned daily.



10.0 CONTAMINATION OF COMPUTERS AND PORTABLE EQUIPMENT

- 10.1 Sharing of office computers, tablets, keyboards, and computer mice is prohibited.
- 10.2 Personal office workstations shall be cleaned by respective persons operating the computers and electronic test equipment using disinfectant or alcohol wipes.
- 10.3 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.

11.0 CONTAMINATION OF CONSUMABLE CONTAINERS

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

12.0 DISPOSAL OF WASTE

- 12.1 Items shall be placed into bins lined with black plastic refuse bags.
- 12.2 Refuse bags shall be regularly removed by employees wearing disposable gloves and deposited in an appropriate waste receptacle outside of the building.

13.0 BUILDING EVACUATION

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

14.0 RECEPTION OF STUDENTS AND VISITORS

- 14.1 In general Reception areas the reception staff shall be shielded by purpose built plastic screens. Visitors and students shall wait in a queue and socially distance as much as practicable.
- 14.2 Employees, students and visitors will have their temperatures 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.
- 14.3 Persons who develop a fever during the day shall be sent home and likewise recommended to contact their GP or the health service advice line.
- 14.4 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.



- 14.5 At the commencement of training or examination, all students are required to sign a copy of **QD792** Covid Table Top PowerPoint which details the Health and Safety procedure in place and their responsibilities within that procedure.

15.0 RISK TO AND FROM THIRD PARTIES

- 15.1 Employees and students shall disclose if they or those they have had close contact with suffer from COVID-19 symptoms.
- 15.2 Contact with persons suspected of having COVID-19 should be avoided.
- 15.3 Employees or students living with others who display symptoms should stay at home for 10 days from the first day the first person got the symptoms.

16.0 EMPLOYEES CLASSED AS 'AT RISK'

- 16.1 All employees shall be questioned to identify whether they are considered to be at risk or vulnerable.
- 16.2 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.
- 16.3 At risk employees will, wherever possible, be found work to do from home.
- 16.4 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.

17.0 TRAVELLING BY COMPANY VEHICLE

- 17.1 Lavender International employees shall travel to site in vehicles provided and wherever possible this shall be one person per vehicle.
- 17.2 In cases where more than one person per vehicle is unavoidable all persons shall wear face masks covering the mouth and nose. Visors are not required to be worn as these may restrict the driver's vision.
- 17.3 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:
- Tyre pressures
 - Tyre wear
 - Oil level
 - Brake fluid level
 - Windscreen washer fluid level
 - Functionality of all lights
 - High visibility vest
 - First aid kit



- 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.
 - Hand sanitising gel and wet wipes.
- 17.4 The vehicle fuel tank shall be filled up before embarking on a long journey to minimise the amount of service stops necessary.
- 17.5 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 outlets and toilet facilities.
- 17.6 Employees should be prepared to eat and drink inside the isolation of their vehicle away from communal areas.
- 17.7 Strict hand washing as identified in this procedure applies plus, when returning 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.
- 17.8 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.

18.0 TRAVELLING ABROAD

- 18.1 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.
- 18.2 Non-essential air travel shall be avoided.
- 18.3 Employees embarking on essential travel shall pack all necessary PPE to protect themselves during travel and when they arrive and stay at their destination.
- 18.4 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.
- 18.5 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.

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**19.0 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

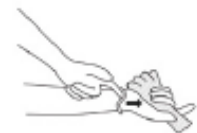
• Gloves, aprons (and eye protection if used) should be taken off in the patient's room or cohort area

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:

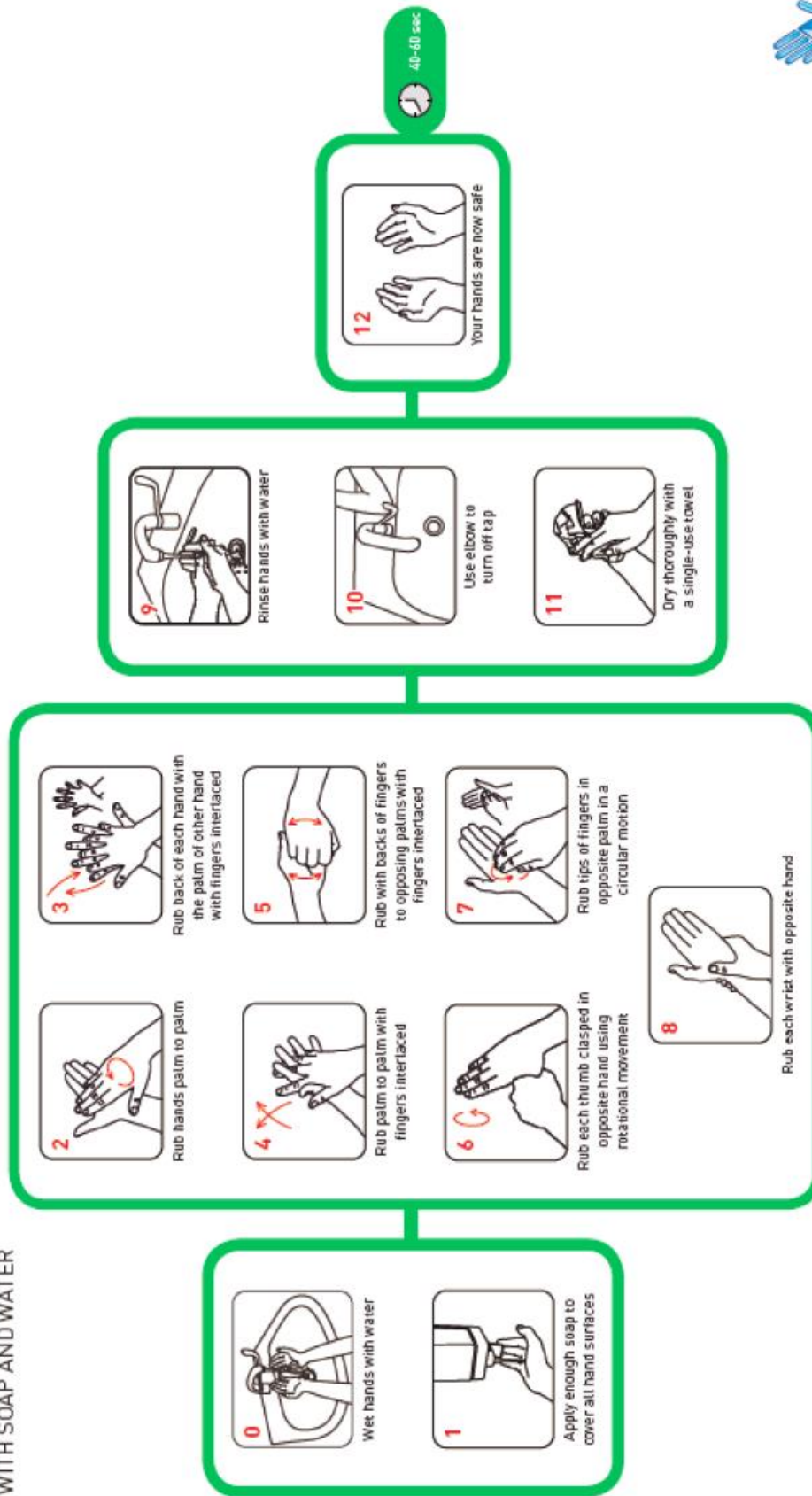
www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures

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HAND CLEANING TECHNIQUES

How to handwash?

WITH SOAP AND WATER



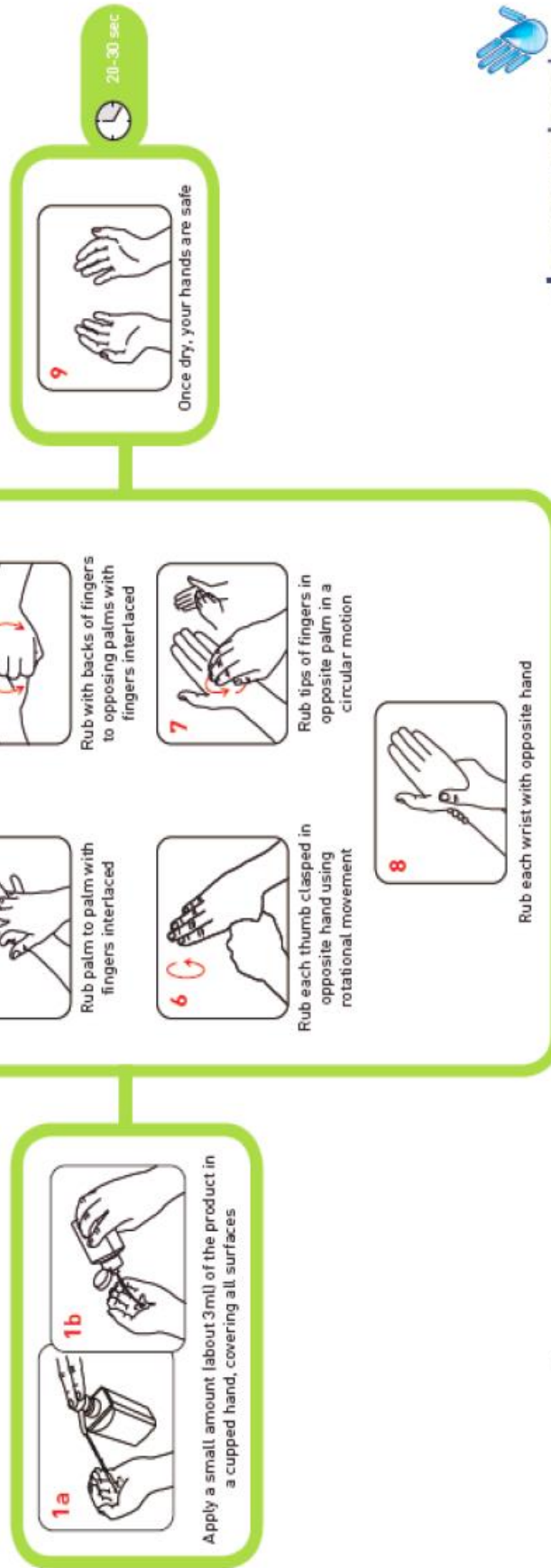
www.npsa.nhs.uk/cleanyourhands

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