

# Sports Therapy UK Policy Document concerning Covid-19

Updated 30<sup>th</sup> November 2020

This document shows our current policy to help protect our workers and students attending courses at our training premises at 28 Castle St, Hertford from Covid-19. These are in accordance with government guidelines and recommendations and similarly, are subject to review and updating as required by government legislation.

As will be in direct contact with other persons for practical sessions, we will only exercise social distancing whenever possible and all other precautions are indicated below to help reduce the risk of transferring Covid-19.

## Sports Therapy UK Training Centre

Areas identified for the use of all those working and attending training at Sports Therapy UK include 2 training rooms, 2 clinic rooms, 1 office, bathroom facility and toilet, outside courtyard.

There are further communal areas including reception, kitchen and toilets which are under the governance of our landlord.

## Risk Assessment & Management

We recognise that although we cannot eliminate the risk of Covid-19, we will periodically assess and review the risks to workers and all those using our facilities. We will do everything reasonably practicable to minimise the risks and to encourage all occupants to follow the same guidelines in accordance with government recommendations.

All visitors to our training centre will be required to sign a **Declaration** within 24 hours before arrival stating they are not suffering any Covid-19 symptoms; are not currently sharing a household with anyone suffering symptoms; and if they have contracted Covid-19, that they have been asymptomatic for at least 14 days.

Our Covid-19 Policy document and latest risk assessment will be published and available to anyone using our facilities at 28 Castle Street, Hertford.

## Staff working in our offices

Only one person may occupy a desk in any room. Staff who are not required to work in our premises at 28 Castle St must work from home whenever possible. Staff working at Castle St will conform with all working practises adopted by others attending our training centre.

## Clear Signs and Guidelines

Protocols for handwashing, cleaning rotas, Covid-19 Policy document, and Latest Risk Assessment will all be clearly displayed at our premises.

## NHS COVID-19 Track and Trace

At BeActive Clinic we have QR codes widely displayed for those with the NHS phone App.

## Equipment and other PPE Supplies

Sports Therapy will ensure sufficient stock of all necessary materials to comply with hygiene and other Covid-19 safety guidelines will be maintained and made available to those occupying our premises.

## Hygiene: handwashing, sanitation facilities and toilets

Individual hand sanitising units will be allocated to each person each day for their use and to avoid cross contamination. Bottles will be cleaned ready for use before the start of each day.

## Keeping our Workplace Clean

We will:

- Carry out frequent cleaning of all work area floors, equipment, and work surfaces
- Carry out frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, couches, bottles, etc, and making sure there are adequate disposal arrangements.
- Following cleaning, disinfect all surfaces of floors and fixtures.
- Keep windows open in all work areas whenever possible.
- Clear workspaces and remove waste and belongings from the work area at the end of each day.
- Limit and restrict the use of high-touch items and equipment, for example, printers or whiteboards.
- Require students to follow guidelines as described below
- Not accept cash payments for goods or course fees. Online payment is requested.

## Requirements for Students Hygiene and Cleaning

Students will be asked to:

- Wear disposable masks (provided) throughout all practical sessions; whether role playing a client or practitioner.
- Retain and use a single chair, moving this as necessary between practical sessions and talks.
- Cover the seat of the chair with tissue paper and dispose of afterwards.
- Use a single hand sanitiser bottle at frequent intervals throughout the day and return the dispenser for refilling and cleaning at the end of each day.
- Use antiseptic wipes (provided) to wipe down vinyl on couches and massage bottles after each use.
- Bring a clothes bag for storing any items of clothing removed for any practical sessions.
- Not walk with bare feet in any communal areas.
- Wear fresh clothing that has been washed for each day attending our courses.
- Bring water dispensers, flasks, and food for their own consumption.
- Wipe the tap handle for the water dispenser after each use.
- Thoroughly wash hands following guidelines displayed in wash areas at the start of each day, at lunchtime, and any other occasions deemed necessary.
- Enter the kitchen one person at a time and only to either place well-wrapped food in the fridge, or to retrieve it.
- Use hand driers and/or paper towels plus disposal bins will be available.
- Immediately report to the lead tutor if they begin suffering any Covid-19 symptoms whilst attending our courses.
- All students will be required to sign a **Declaration** as indicated above under *Risk Assessment & Management* and will also be required to sign a **Consent Form** agreeing to work to all our guidelines.