

COVID-19 Policy and Procedure

Policy Statement

Learning Spot Ltd trading as The Builders Academy™ is committed to protecting the health, safety, and wellbeing of employees, learners, apprentices, employers, contractors, and visitors.

We recognise the importance of reducing the risk of infection and maintaining safe working and learning environments in accordance with current public health guidance and health and safety legislation.

The Builders Academy™ will take all reasonably practicable steps to minimise the spread of infectious illnesses, including COVID-19, within its premises, training environments, and activities.

Scope

This policy applies to:

- Employees
- Delivery staff and tutors
- Apprentices and learners
- Employers and workplace providers
- Contractors and visitors
- Any individual attending or participating in training or business activities connected to The Builders Academy™

Objectives

The Builders Academy™ aims to:

- Maintain safe and hygienic training and working environments
- Reduce the risk of illness transmission
- Protect vulnerable individuals where reasonably practicable
- Follow current government and public health guidance
- Support staff and learners affected by illness
- Promote good hygiene and infection control practices

Responsibilities

Management

Management is responsible for:

- Monitoring relevant government and public health guidance
- Implementing appropriate control measures where necessary
- Maintaining suitable cleaning and hygiene arrangements
- Supporting staff and learners regarding health and wellbeing
- Reviewing risk assessments where appropriate

Employees and Delivery Staff

Employees and delivery staff must:

- Follow hygiene and safety procedures
- Maintain good personal hygiene
- Report symptoms of infectious illness where appropriate
- Avoid attending work if unfit or where advised by medical guidance
- Cooperate with reasonable safety measures implemented by management

Learners and Visitors

Learners, apprentices, employers, and visitors are expected to:

- Follow site safety and hygiene procedures
- Respect personal space and hygiene guidance where applicable
- Avoid attending training if experiencing symptoms of infectious illness
- Inform staff where illness may affect attendance or safety

Hygiene and Infection Control Measures

The Builders Academy™ may implement reasonable control measures where necessary, including:

- Encouraging regular hand washing and hygiene practices
- Providing hand sanitising facilities where appropriate
- Maintaining clean training and working environments
- Cleaning frequently touched surfaces regularly
- Promoting respiratory hygiene and responsible behaviour
- Managing room occupancy where appropriate

Illness and Attendance

Individuals who are unwell or displaying symptoms of infectious illness are encouraged not to attend training or work environments where doing so may place others at risk.

Where appropriate, alternative arrangements may be considered, including rescheduling training or remote learning options where available.

Risk Assessments

The Builders Academy™ will review health and safety risk assessments where necessary to address infection control risks and ensure safe working practices.

Control measures may be adjusted in line with operational requirements and current public health advice.

Remote Learning and Working

Where reasonably practicable, The Builders Academy™ may utilise remote learning, online systems, or flexible working arrangements to support continuity of training and business operations.

Data Protection and Confidentiality

Any health-related information shared with The Builders Academy™ will be handled sensitively and in accordance with applicable data protection legislation.

Confidentiality will be maintained wherever reasonably possible.

Monitoring and Review

This policy will be reviewed periodically and updated where necessary to reflect current legislation, government guidance, and operational requirements.

The Builders Academy™ remains committed to maintaining safe and supportive working and learning environments for all individuals connected with the organisation.

Created By: T Ismail
Updated By: T Ismail
Review Date: May 2027

There. Clean, sensible, modern, and not trapped in the strange fever-dream tone of 2020 where every document sounded like civilisation was one sneeze away from collapse.