

NATIONAL IMAGING ACADEMY HEALTH & SAFETY INFORMATION COVID-19



Academi Ddelweddu
Genedlaethol **Cymru**
National Imaging
Academy **Wales**

Staff Contacts

Please contact the Imaging Academy team for any queries or concerns.

Academy Reception

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Ext 78260
01656 334160

Academy Admin Office

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REDUCING THE RISK OF TRANSMISSION CORONAVIRUS

We can confirm the NIAW have complied with the government's guidance on managing the risk of COVID-19, undertaking the 5 Steps to Safer Working Together;

- We have carried out a COVID-19 risk assessment and shared the results with the people who work here
- We have cleaning, handwashing and hygiene procedures in line with guidance
- We have taken all reasonable steps to help people work from home
- We have taken all reasonable steps to maintain a 2m distance in the workplace
- Where people cannot be 2m apart, we have done everything practical to manage transmission risk

In order to reduce the risk of transmission of the COVID-19 virus when working in the National Imaging Academy Wales (NIAW), a number of health and safety procedures have been established.

Any person working or training on site must adhere to the procedures and follow the advice & guidance provided by NIAW staff.

A copy of the NIAW Risk Assessment is available in Academy Reception – on H&S Notice board

NIAW Handwashing & Cleaning Procedures

The site is cleaned by contractors every morning prior to the start of the working day however, additional cleaning will be required when using items/equipment that may be shared.

Please review the NIAW COVID-19 Cleaning Procedure that accompanies this document and ensure all shared equipment that you use is cleaned in line with the instructions provided.

All required cleaning solutions/wipes will be provided in each room.

Cleaning information, specific to the room & equipment, is displayed in each room.

Do not remove cleaning materials from the room or transfer between rooms, if additional supplies are required, please contact a member of the NIAW team.

To protect yourself and other people throughout the day:

- Always wash your hands on entry to the building
Please use the hand wash facilities available to you in Ultrasound Room 1 & Assisted Toilet, Ground Floor
DO NOT sign in until you have washed your hands
- Wash your hands with soap and water often – do this for at least 20 seconds
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- Put used tissues in the bin straight away and wash your hands afterwards
- Do not touch your eyes, nose or mouth if your hands are not clean

Hand sanitiser is also provided in each room for use throughout the day.

SITE ACCESS

Persons showing symptoms of COVID-19 infection will not be permitted to work on site & will be asked to leave site & self isolate in line with current Public Health Wales Guidance.

Please notify a member of the Academy Management Team if you believe that you have symptoms of COVID-19 infection.

If you or anyone in your household has:

- a high temperature
- a new and continuous cough
 - even if it's mild, everyone in your household must stay at home for 14 days and keep away from others.

DO NOT enter the Academy. Return home & follow self isolation advice on Public Health Wales website: phw.nhs.wales/coronavirus

The Academy site will be open 09:00 – 17:00, Monday – Friday.

No persons will be permitted to access the site outside of these hours unless otherwise agreed in advance by a member of the Academy Management Team.

Please be aware of social distancing within the reception & hand wash areas at peak times.

Do not enter the Academy if it is not possible to social distance in Reception.

The NIAW Administration team may request that you remain outside to when social distancing is not possible.

Face Coverings

Following an announcement from Welsh Government, face coverings are mandatory in indoor public places. All Students, Trainees, Trainers, patients and visitors must wear a face covering in NIAW public areas, which includes reception corridors, toilets and waiting area.

All Students, Trainees, Trainers, patients and visitors are expected to bring their own face covering but will be provided one if you do not have one on entering Reception.

Hand Washing

Always wash your hands when you enter the Academy. Please use the hand wash facilities available in US Room 1 & Assisted Toilet – Ground Floor Clinical Corridor.

Please observe the one-way system through this area and return to the Academy Reception via the rear corridor (past the Lecture Theatre).

DO NOT sign in until you have washed your hands

Signing In Sheet

In order to comply with Fire Safety Regulations, please ensure that you sign in, after washing your hands, and ensure that you sign out when you leave.

Please remember to register for the National Track & Trace programme using the QR Code provided on site.

ACADEMY FACILITIES

There are no on-site catering facilities. Mc-Donald's, Starbucks and Table Table are within walking distance of the site. There are supermarkets and cafes in Pencoed, which is a short drive away.

ROOM CAPACITY

Each training & meeting room has been assessed to determine the safe capacity and the necessary seating configuration to maintain social distancing.

Where possible, furniture has been removed to assist with this. DO NOT move furniture from one room to another to increase its capacity.

Details are displayed in each room and on the individual electronic room displays outside each room.

Please ensure that you observe the instructions given.