



Return to Classroom Training
Risk Assessment (Covid-19)
Student Guidance

Return to Classroom Training

Health & Safety

The purpose of this document is to ensure, so far as is reasonably practicable, the health and safety of yourself, your colleagues, our staff and any other persons who may be affected by your (and our) actions.

Introduction

Classroom training is once more available to Cat3C students.

This training will also be available via video-conferencing; as such there is no need to attend in person.

In order to ensure that Cat3C complies with government guidance relating to the control of Covid-19 Coronavirus, certain measures will be put in place, which all staff, contractors and students must adhere to.

Each class will be considered to be its own 'support bubble'.

The terms 'self-isolation' and 'support bubble' are explained below:

Self-Isolation

How to self-isolate

You must not leave your home if you're self-isolating.

Don't

- do not go to work, school or public places – work from home if you can
- do not go on public transport or use taxis
- do not go out to get food and medicine – order online or by phone, or ask someone to bring it to you
- do not have visitors in your home, including friends and family – except for people providing essential care
- do not go out to exercise – exercise at home or in your garden, if you have one

Support Bubble

Within education circles, a support bubble may be taken to mean a group of students engaged within the same educational group; in the case of Cat3C this is taken to mean a group of students, attending in person one or more classes at Cat3C.

To reduce the risk of cross-infection, support bubbles should remain confined to their own group of persons.

General Control Measures

The following control measures should be adopted by all, including:

All students and staff should:

- stay at home if ill (this includes ALL illnesses)
- download and run the NHS Covid-19 Test & Trace app, which must be running at all times. This may be checked at any time and failure to comply may result in immediate removal from the classroom.
- clean any areas of toilets and washbasins, with which they have or may come into contact, both before and after using the facility, using the wipes provided, which must be placed into the yellow top bins.
- maintain 1m distance at all times in the classroom, and 2m where possible.
- keep classroom windows and doors open as much as possible, to ensure an adequate circulation of fresh air.

All students MUST:

- Wear a face covering at all times while in the building except in the classroom or using the toilet facilities. If you are exempt from wearing a mask, please inform a staff member of Aeros or Cat3C on arrival. You do not have to give the reason for exemption, for your medical privacy.

This will include:

- grouping students together into a 'support bubble', minimising contact between classes
- arranging classrooms with forward facing desks only
- staff maintaining distance from students, so far as is reasonably practicable.

Course Joining Instructions

For the avoidance of ambiguity, the word 'course' shall be taken to refer to 'examinations'.

This document forms part of your course joining instructions and you must complete, sign and electronically return the final page of this document before attending in person.

This page contains a Covid-19 certification plus relevant personal details which we need to hold on file, to ensure your safety and that of any persons you may come into contact with.

If returning from your personal email, this will satisfy the requirements for a physical signature.

Prior to Arrival

You must not attend Cat3C if you are exhibiting any of the following symptoms associated with Covid-19:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

or:

- you've tested positive for coronavirus – this means you have coronavirus
- you live with someone who has symptoms or has tested positive
- someone in your support bubble has symptoms or has tested positive

You must self-isolate in the event of any of the above occurring (see Student Guidance).

Make sure you have ALL equipment required for the course. We will not be able to provide you with any equipment during the course.

Travel to and From Cat3C

Normally, we would encourage car sharing; however, until government advice changes you should only travel with people in your own support bubble.

If you are using public transport, please follow government guidance <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

On Arrival

All students will report to Aeros Flight Training reception where they will have their temperature checked.

Any student found to have a temperature >37.8°C will be refused access and advised to return home and self-isolate. You should also notify any persons with whom you have been in contact.

Use the alcohol-based cleaning gel at reception.

Proceed to your classroom as directed by signage and/or staff.

In the Classroom

You must sit at the same desk at all times, which will be placed at suitable distances, to comply with social distancing guidelines.

Please do not approach the instructor and maintain a minimum distance of 1 m from all other persons at all times; where possible, increase this to 2 m.

Ensure you have a supply of tissues on your desk, and employ the principle of "catch it, bin it, kill it", using the yellow biohazard bags provided in the classroom.

Use the alcohol-based cleaning gel in the classroom on arrival, after eating or using the kitchen or toilet facilities.

Lunch & Study Breaks

Breaks from training will be provided, so that each class will have study and lunch breaks at different times.

You should bring a packed lunch with you and this MUST be eaten in the classroom at your desk or if weather permits, out on the mezzanine balcony.

You MUST use your own eating and drinking equipment.

You MUST NOT use the kitchen or recreational facilities.

Maintain social distancing principles at all times, especially during breaks.

Students from respective classes MUST NOT interact at any time, neither in the building nor on the mezzanine balcony.

Toilets

Cleaning wipes have been placed in each of the toilets. As well as standard toilet hygiene practices, please ensure you wipe down all contact surfaces before and after use and dispose of the cleaning wipes in the yellow biohazard waste bins provided.

Cleaning

All classrooms, toilets, kitchen areas will be thoroughly cleaned, and all hazardous waste bins will be emptied at the end of each day.

What to do if you show symptoms of Covid-19

Apply on line or telephone 119 for a test (see pages 6 - 7 below).

Inform Cat3C in person if you are at the training centre or by telephoning 0800 060 7077 or 01452 933151 if you are at your residence.

Contact NHS 111 and follow guidance given.

What will happen if someone shows symptoms

If any person reports that they are experiencing Covid-19 symptoms, they must follow the guidance above and request a test as soon as possible.

Cat3C will instruct all persons to go home and self-isolate with immediate effect, pending the results of the test.

If the results are negative, classroom lessons may continue, at the discretion of the Head of Training.

Important Information

While this may cause minor inconvenience to other persons, you must report any suspected symptoms.

What will happen if I am advised I may have been in contact with someone who has tested positive?

If any person reports that they may have been in contact with someone who has tested positive for Covid-19, but are not, and have not been, experiencing Covid-19 symptoms, Cat3C will conduct enquiries as necessary to establish the level of risk presented.

Cat3C may continue classroom tuition but may otherwise instruct all persons to go home and self-isolate with immediate effect, pending the results of any test.

If the results are negative, classroom lessons may continue, at the discretion of the Head of Training.

Important Information

While this may cause minor inconvenience to other persons, you must report any possible contact with infected persons.

What will happen if classroom training is suspended

If classroom training is suspended and all students are instructed to go home and self-isolate, Cat3C will revert to video conferencing training.

As there is no way of pre-empting on which day and at which time such a suspension may be implemented, we are unable to give you a pre-arranged course of action; however, rest assured that the video conferencing training will be resumed as soon as possible, and with the minimal amount of disruption to your training possible.

NHS COVID-19 TEST & TRACE

Get a free NHS test today to check if you have coronavirus

You can have a test (swab test) to check if you have coronavirus (COVID-19) now. You can choose to take the test:

- at a test site near you today and get your result tomorrow
- with a home test kit

This service is available for people in England, Scotland, Wales and Northern Ireland.

Information: There is another test, the antibody test to check if you've had coronavirus; but this test is not widely available yet.

Who can get a test?

Anyone with coronavirus symptoms can get a test. Coronavirus symptoms are:

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

You can get a test for someone you live with if they have these symptoms. Do not get tests for people you live with who do not have these symptoms.

If you're asked to get a test

You can also get a test if:

- you live in England and have been told to have a test before you go into hospital, for example, for surgery
- your local council asks you to get a test
- you're taking part in a government pilot project

Important Information

Only get a test if you have coronavirus symptoms or have been asked to get tested, to avoid unnecessary testing.

When to get a test

If you have symptoms, get a test as soon as possible, within the first 5 days of having symptoms.

Book a visit to a test site to have the test today or order a home test kit if you cannot get to a test site.

On days 1 to 4 of your symptoms, you can get tested at a site or at home. If you're ordering a home test kit on day 4, do it by 3pm.

On day 5, you need to go to a test site. It's too late to order a home test kit.

If you are not able to get a test in the first 5 days of having symptoms, you and anyone you live with must stay at home ([self-isolate](#)). Anyone in your support bubble must also stay at home.

How do I get a test?

Important Information

The NHS Test & Trace service is very busy. If you cannot get a test immediately, or the location or time are not convenient, try again in a few hours.

You can order a test online at <https://www.gov.uk/get-coronavirus-test>

Call 119 to get a test if you have problems using the internet.

Information: If no tests are available online, do not call the helpline to get a test. No extra tests are available through the helpline.

Stay at home if you have symptoms

If you are getting a test because you have symptoms, you and anyone you live with must stay at home until you get your result.

Anyone in your support bubble must also stay at home.

What the test involves

The test involves taking a swab of the inside of your nose and the back of your throat, using a long cotton bud.

You can do the swab yourself or someone can do it for you.

Getting a test for someone else

If other people you live with have symptoms, you can order tests for up to 3 of them.

If you're applying for a test for someone else, and the person is aged 13 or over, check they're happy for you to get a test for them.

If you need medical advice about your symptoms, go to:

- England: [NHS 111 online coronavirus service](#)
- Scotland: [NHS inform](#)
- Wales: [NHS 111 Wales](#)
- Northern Ireland: get advice from a GP or GP out-of-hours service

Call 999 if you feel very unwell or think there's something seriously wrong.