

**ARGYLL
RUANE**

Institution of
**MECHANICAL
ENGINEERS**

Leaders in NDT, Corrosion and Coatings Training

Steps Taken at IMechE Argyll Ruane to Reduce the Likelihood of Persons Contracting the Coronavirus Causing Covid-19

Version 7

20th September 2020

Chris Kirby

General Manager

1. Introduction

IMechE Argyll Ruane (IAR) has followed all UK government advice as detailed in:

<https://www.gov.uk/government/news/coronavirus-covid-19-what-has-changed-9-september>

and

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

and the guidelines for cleaning:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>.

The General Manager has been continually reviewing all government health and safety (H&S) advice since early March 2020 and has discussed appropriate H&S in detail with the British Institute of NDT and heads of other UK NDT training schools (as a taskforce) on a weekly basis since March 27th.

The staff and the staff-elected H&S Representative have been involved throughout the Covid-19 H&S assessment period.

2. Changes to the premises

- 2.1 Door card-key lock disabled during working hours on entry to ground floor training area and students, candidates and visitors given a label to stick to their clothing to show they should be in the building. This avoids contamination spread through reuse of lanyards and door cards.
- 2.2 One-way system marked with floor arrows on ground floor.
- 2.3 Lines added with floor tape to demark 2m area around drinks machine in breakout area.
- 2.4 Lines added with floor tape to demark 2m area around external picnic tables and tables designated single occupancy.
- 2.5 Lines added with floor tape to show 2m distance for queuing to enter premises and ground floor training area.
- 2.6 Lines added with floor tape to demark 2m area around smoking shelter and signage advising to stand outside the shelter if necessary to maintain social distancing.
- 2.7 Lines added with floor tape to show 2m distance around staff first-floor coffee machine.
- 2.8 All non-fire-doors kept open to minimise need to touch door furniture and to give more room to pass in corridors.
- 2.9 Fire exits allowed to be used during working hours if students wish to take a cigarette break to minimise corridor congestion.
- 2.10 One seat on reception sofa removed and chair removed to enable 2m social distancing.

- 2.11 Paper cups removed from 1st floor coffee machine and staff asked to use a clean ceramic mug from the crew room.
- 2.12 Alcohol gel station adjacent to drinks machine in breakout area, coffee machine on first floor and around the ground and first floors.
- 2.13 All push-style swing-top bin lids removed to avoid need to touch surfaces.
- 2.14 Tissue boxes affixed to doors with handles, so persons can avoid touching handle. Tissue bins provided next to doors.
- 2.15 Labelled yellow pedal bins provided around premises for disposal of used PPE.
- 2.16 Locks fitted to entrance doors of multi-occupancy toilet blocks and signage notifying single occupancy use to facilitate 2m social distancing.
- 2.17 Posters on handwashing displayed in all toilet facilities, and at all hand sanitising points across building.
- 2.18 Paper towels provided in all toilet facilities as an alternative to the electrical dryers.
- 2.19 “Staying COVID-19 Secure in 2020” poster signed and displayed throughout building <https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf>.
- 2.20 All training and exam rooms adjusted for 2m social distancing and maximum occupancy reduced appropriately.
- 2.21 Meeting rooms adjusted for 2m social distancing and maximum occupancy reduced appropriately.
- 2.22 Offices adjusted for 2m social distancing and maximum occupancy reduced appropriately.
- 2.23 Student breakout area tables moved to maximise social distancing and chairs removed to reduce occupancy.
- 2.24 Protective sneeze guide screen fitted to reception desk.
- 2.25 Two protective screens fitted to desks in Exam administration room. Staff to sit at desks enabling 2m social distancing.

3. Changes to procedures - staff

- 3.1 All staff members are working from home who can. Staff have been provided with the necessary IT equipment and access to IAR and IMechE IT systems. Staff members advised to request additional equipment if needed, which will be provided where practicable.

- 3.2 During the Covid-19 outbreak, no staff are being required to work on the premises against their will.
- 3.3 Only staff members required to support in person the training or examining of students, or who exceptionally need to access the building to conduct an essential activity, are allowed on the premises.
- 3.4 We are monitoring the wellbeing of employees through regular conversations with line managers using videoconferencing and phone. We are also holding weekly communications meetings over videoconferencing to keep staff informed of factors affecting the business and to provide a forum to collectively discuss any wellbeing issues.
- 3.5 Local and head office HR personnel are assisting IAR managers with providing wellbeing support to staff members.
- 3.6 Employees who need to be on the premises are being encouraged to drive to work and where this is not possible are temporarily being allowed to take taxis, until the situation with local public transport is improved and can be better risk-assessed.
- 3.7 Staff not to hotdesk during the outbreak and are asked to maintain a strict 2m spatial distance from each other.
- 3.8 Staff to frequently clean their desks, computer equipment and phones with disinfectant wipes and to clean printers and copiers before and after use.

4. Changes to procedures - visitors

- 4.1 Meetings rooms are not being hired out to external customers or made available for use by IMechE members.
- 4.2 Only essential meetings that cannot be conducted using videoconferencing are being held on the premises and where they are, to be held with 2m distancing.
- 4.3 A record is being kept for 21 days of all people entering the building for H&S tracking and to enable contact to be made should someone develop Covid-19 within 14 days of visiting the premises. Phone numbers and email addresses are being recorded where possible.
- 4.4 All persons visiting the building to be asked whether they have had any Covid-19 symptoms within the previous 14 days and to be asked to leave if they have.
- 4.5 All persons entering premises asked if they consent to their temperature being taken on arrival and randomly throughout the day.
- 4.6 Non-contact temperature monitoring of consenting persons taken using Thermo Scan device <https://thermo-scan.co.uk/>.

- 4.7 Persons asked to leave premises if temperature at or above 37.8 °C, as per <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/fever-in-adults>.
- 4.8 Rolling H&S video on TV in reception and breakout area in compliance with UK government guidelines <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>.
- 4.9 Persons entering the building asked to wash their hands in reception toilet facilities on arrival and departure.
- 4.10 All staff and persons entering the building taken through H&S presentation advising on measures that will reduce their likelihood of contagion and advised on PPE and required behaviour.
- 4.11 All persons entering the premises given small bottle of alcohol hand gel on arrival and replacements when required.

5. Changes to procedures – students and candidates

- 5.1 Students are being encouraged to undertake remote learning courses where available.
- 5.2 All students and candidates are being notified of the safety measures on the premises and asked to sign a disclaimer document before being allowed to enter beyond reception.
- 5.3 Staff are advising students to minimise their travel around the building.
- 5.4 All breaks are being staggered and students are being asked to consume their lunch in training rooms if the breakout area is too occupied to enable 2m social distancing.
- 5.5 All NDT test samples and instrumentation, including computers and accessories, are being thoroughly cleaned and equipment is being rotated to give the maximum possible time before contact with another student or candidate.
- 5.6 All staff and students provided with a detailed procedure for cleaning of metallic test samples used for tuition or examination.
- 5.7 Students and candidates must bring in their own drink bottles and food for lunch.

6. Changes to procedures - personal protective equipment

- 6.1 Persons entering the premises are advised that they are not required to wear PPE unless instructed.
- 6.2 While on our premises, students may be asked to wear face masks, gloves, aprons, safety shoes and safety glasses or visors and will be shown how to safely put these on and take them off.

- 6.3 All staff delivering practical tuition must wear the same PPE as their students.
- 6.4 All students and candidates must wear fluid-resistant facemasks and safety glasses or visors when conducting practical work when they are not able to socially distance by 2m when a trainer is delivering practical tuition. Students may provide their own eyewear, but must use IAR-provided facemasks to ensure they are the correct specification to protect staff and other students and candidates.
- 6.5 Students or candidates may wear their own facemasks if they wish when walking around the building or in non-practical classrooms where 2m social distancing is possible, but will be encouraged to use them properly and wash their hands before putting them on and taking them off.
- 6.6 Students will be provided with safety glasses if they do not have their own and these will be theirs to keep.
- 6.7 Students will be provided with replacement facemasks as required through the day, i.e. after breaks and mealtimes when they are removed for eating and drinking, or if they become damp.

7. Ultrasonic testing practical safety measures

- 7.1 Ultrasonic couplant will be provided in an individual squeeze bottle. To minimise the spread of the virus through contaminated gel, students or candidates should distribute couplant using their finger and use the following cleaning procedures on all samples, equipment and work surfaces.
- 7.2 Where practicable demonstrations of practical methods will be given at the front of the class using a projected image of a UT instrument's display in order to maximise student/tutor distancing. Practical techniques may also be demonstrated using video footage.
- 7.3 Wipe down test pieces with JAC-3 dampened blue paper roll before commencing testing. Blue paper roll should be put in bins provided once used.
- 7.4 When testing is complete, use blue paper roll to remove as much couplant as possible from test pieces, test blocks, equipment and work surfaces. Blue paper roll should be put in bins provided once used.
- 7.5 Fully clean test pieces, test blocks, equipment and worksurfaces with JAC-3 dampened blue paper roll. Blue paper roll should be put in bins provided once used.
- 7.6 Spray test pieces, test blocks, equipment and work surfaces with disinfectant spray. Leave for 10 minutes.
- 7.7 Wipe down test pieces, test blocks, equipment and work surfaces with JAC-3 dampened blue paper roll to prevent rusting etc. Blue paper roll should be put in bins provided once used.
- 7.8 When leaving testing areas remove gloves and put straight into bins. New gloves to be worn if returning to test area. Students to be reminded to wash their hands before putting gloves on.

8. Magnetic particle inspection and liquid penetrant testing practical safety measures

- 8.1 Wipe down test pieces with JAC-3 dampened blue paper roll before commencing testing. Blue paper roll should be put in bins provided once used.
- 8.2 When testing is complete, fully clean test pieces, test blocks, equipment and worksurfaces with JAC-3 dampened blue paper roll. Blue paper roll should be put in bins provided once used.
- 8.3 Spray test pieces, test blocks, equipment and work surfaces with disinfectant spray. Leave for 10 minutes.
- 8.4 Wipe down test pieces, test blocks, equipment and work surfaces with JAC-3 dampened blue paper roll to prevent rusting etc. Blue paper roll should be put in bins provided once used.
- 8.5 When leaving testing areas remove gloves and put straight into bins. New gloves to be worn if returning to test area. Students to be reminded to wash their hands before putting gloves on.

9. Radiographic interpretation practical safety measures

- 9.1 Gloves and face masks must be worn before touching or viewing radiographs.
- 9.2 When interpretation is complete is complete, fully clean radiographs with soapy water and leave to dry.
- 9.3 After the interpretation session remove gloves and facemasks and put straight into bins. New PPE to be worn if returning to interpretation area. Students to be reminded to wash their hands before putting gloves and masks on.
- 9.4 Radiographs should be rotated to give the maximum possible time before being interpreted by another student or candidate.

10. Changes to procedures – cleaning regime

- 10.1 Daily rota implemented for staff to clean the following areas at mid-morning break and lunchtime, or at such other times as may be suitable to effectively compliment the professional cleaning.
 - (a) Disabled toilet and ground and first floor toilet blocks
 - (b) Door furniture
 - (c) All desks, benches and tables that have been used (tutors should ask students to regularly wipe their own desks)
 - (d) Bannister rails

- (e) Ground floor drinks machine, water machine and 1st floor coffee machine and water cooler
 - (f) Crew room table surfaces, cupboard doors, fridge door, drawer handles etc.
 - (g) Printers copiers, keyboards, mice etc.
- 10.2 Daily professional cleaning of premises from mid-afternoon until building close, or at such other times as may be agreed. To include removal of all rubbish.

11. Changes to procedures – supplies

- 11.1 Reducing the number of deliveries by ordering larger quantities of supplies where possible.
- 11.2 Sufficient stocks held of disinfectant cleaning wipes, spray disinfectant and bleach, cleaning cloths, fluid-resistant facemasks, nitrile gloves, safety glasses, alcohol gel, small alcohol gel-filled bottles, squeezey ultrasonic couplant gel bottles.