

## **Health and Safety Guidelines; Keeping students safe during Covid-19**

September 2020

*Please note, we are carefully following government guidelines and we will be updating this document accordingly.*

- Students are greeted on arrival and anyone who feels unwell in any way is not permitted to come into the building.
- Staff and students are required to wear masks on arrival, when cooking, and in the communal areas.
- Additional signage has been distributed around the building to remind both students and staff of this.

### **On entering the building**

Students enter the building through the front door and apply hand sanitizer before entering the building; there is a hand dispenser in the porch by the entrance. Students on short courses and one day workshops, will be signed in and will then be shown to the kitchen where they will be cooking.

### **Student facilities**

Our student facilities, such as our changing rooms and refreshments, have been spread out in the building to minimise contact and ensure safe distancing.

### **Class times**

Our course times have been adjusted to make sure we have a reduced number of students entering and exiting the building at one time, and so that students go straight into class and leave directly once it has finished.

### **Smaller class sizes**

We are minimising contact by reducing the number of students in each class whilst still maintaining our high teacher to student ratio. We will only increase the numbers in classes when it is safe to do so.

Distances will be clearly marked to ensure students are not close together when using the fridges, sinks and ovens. Systems are in place to make sure everyone knows how to move around the kitchens safely.

## **Once in our kitchens**

- Teachers will ask students to wash their hands on arrival to the kitchens and maintain scrupulous hygiene throughout the class.
- Menus have been adjusted so that you are able to work individually, rather than in pairs in accordance with government guidelines on social distancing. However if you have come with a member of your household or bubble you are welcome to share cooking tasks.
- You will have your recipe booklet waiting for you on your table, which will be yours to write notes in and take home at the end of the day.
- You will be offered refreshments at your workstation but please, if possible, bring a water bottle with you.
- Each table will have designated shelves in the fridges for their ingredients so that they can be kept separate.
- We ask that at no time there is more than 1 person at the sink or fridge.

## **Demonstrations (professional courses)**

We are sharing our demonstrations in different ways while it is not possible for all our students to be together in the demonstration room. We have chosen the skills that will benefit from close-up filming and we are sharing these videos with the students, backed up by having tutors on-hand to answer questions and provide support. We are also still running some live demonstrations with small groups in the audience. Demonstrations with guest chefs for our diploma students are being filmed and shared with students to watch at home. There is a follow up Q&A session with the chef. This plan will change in October so please check for updates.

## **Housekeeping procedures**

Our housekeeping team, known for already running a very tight-ship, have put in place an enhanced cleaning programme throughout the building. They are provided with the correct PPE and will be thoroughly cleaning frequently touched surfaces. Students and staff will be provided with the latest Food Hygiene and Health & Safety information, stressing good hand and respiratory hygiene to be followed at all times.

## **Limited numbers of staff in the building**

Our staff are working from home as much as possible, whilst keeping Leiths running efficiently, to keep numbers in the building low.

If you have any more questions about health and safety, please don't hesitate to contact us at [buyer@leiths.com](mailto:buyer@leiths.com)