
Unit Specification

UIP5 – Infection prevention (COVID-19) for sport and fitness sessions

Unit reference number: R/618/3059

Level: 2

Guided Learning (GL) hours: 4

Overview

The aim of this unit is to develop the learner's knowledge and understanding of how to prevent the spread of COVID-19 and how to work safely. Learners will develop knowledge on the importance of social responsibility, the causes, transmission and effects of COVID-19, and the methods used to control transmission such as correct hand hygiene and the use of Personal Protective Equipment (PPE). They will also gain an understanding of the safe working practices required in the sports and fitness environment in order to protect themselves and those they work with from COVID-19 and other respiratory infections.

Learning outcomes

On completion of this unit, learners will:

LO1 Understand the causes, transmission and effects of COVID-19

LO2 Understand social responsibility for the sport and fitness sector in relation to COVID-19

LO3 Understand the controls necessary to prevent the spread of COVID-19

LO4 Understand the importance of Personal Protective Equipment (PPE), Hand Hygiene and Personal Hygiene in the prevention of COVID-19

LO5 Understand potential hazards and risks and the workplace procedures necessary to prevent the spread of COVID-19 in the sports and fitness environment

LO6 Understand decontamination and waste management processes relevant to sports and fitness sessions

Unit content

LO1 Understand the causes, transmission and effects of COVID-19

How infection can spread

Taught content

- Conditions required for the spread of infection
- Sources of infection, for example, body fluids, excretions, secretions
- Definition of 'cross-infection'
- Routes of transmission
 - Direct – person-to person transmission
 - Indirect – for example, airborne, fomites, blood-borne
- Routes of infection
 - Respiratory tract
 - Skin
 - Digestive tract
 - Urinary/reproductive tract
 - COVID-19 – respiratory tract, eyes, mouth and nose

Chain of infection

Taught content

- Definition of the chain of infection
- Definition of pathogen
- Infection occurs when pathogenic microorganisms enter the body, increase in number and damage body tissues
- Stages in the chain of infection
 - Infectious agent – the pathogen which causes the disease
 - 'Reservoir' – environment where the pathogen survives, for example, people, equipment, work surfaces, water, food, animals
 - Portal of exit – the way the pathogen leaves the reservoir for example, coughing, sneezing
 - Mode of transmission/transfer – how the pathogen is passed on, for example, direct contact, inhalation, sharps injuries
 - Portal of entry – the way the pathogen enters a new host for example, respiratory tract, mucous membranes
 - Suitable/susceptible host – individual at risk of infection
- Chain of infection in relation to sports and fitness sessions

COVID-19

Taught content

- Definition of Coronaviruses (CoV)
 - SARS (Severe Acute Respiratory Syndrome)
 - MERS (Middle East Respiratory Syndrome)
 - Novel coronavirus (SARS-CoV-2) causes the disease Coronavirus Disease 2019 (COVID-19)
- Symptoms of COVID-19, for example:
 - Estimated incubation period 1-14 days
 - Symptoms
 - High temperature, fever or chills
 - New, continuous cough
 - Loss or change to sense of smell or taste
 - Shortness of breath
 - Feeling tired or exhausted
 - An aching body
 - Sore throat
 - Blocked or runny nose
 - Headache
 - Loss of appetite
 - Diarrhoea
 - Feeling or being sick
 - <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/main-symptoms/>
- Spread through respiratory droplets
 - Direct contact from infected person
 - Indirect contact via surfaces and objects
- Who can spread it
 - Anyone
 - Pre-symptomatic – those who have contracted the disease but who are not yet exhibiting any symptoms
 - Symptomatic – those exhibiting signs of the disease
 - Asymptomatic – those who have contracted the disease but who are showing no signs
- Who can catch it
 - General population
 - Higher risk population
 - People who are at highest risk of getting seriously ill from COVID-19:
 - Older people – those aged 60 and over
 - Those who are pregnant
 - Those who are unvaccinated

- People of any age with certain long-term conditions for example those who have Down's syndrome, certain types of cancer or have received treatment for certain types of cancer, sickle cell disease, certain conditions affecting the blood, chronic kidney disease (stage 4 or 5), severe liver disease, had an organ or bone marrow transplant, certain autoimmune or inflammatory conditions for example, rheumatoid arthritis or inflammatory bowel disease, HIV or AIDS and have a weakened immune system, a condition affecting the immune system, a rare condition affecting the brain or nerves (multiple sclerosis, motor neurone disease, Huntington's disease or myasthenia gravis)
- People of any age whose immune system means they are at higher risk of serious illness, for example those who had or have: a blood cancer (such as leukaemia or lymphoma), a weakened immune system due to treatment (such as steroid medicine, biological therapy (immunotherapy), chemotherapy or radiotherapy), an organ or bone marrow transplant, a condition which means they have a high risk of getting infections
- Children and young people who live with someone classed as high risk or if they have a condition that places them in the high risk category, for example severe or multiple learning disabilities, a severe problem with the brain or nerves, such as cerebral palsy, Down's syndrome, a condition which means they are more likely to get infections
- Other factors may also increase risk, such as those working in higher risk occupations/environments, for example, healthcare
- <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/who-is-at-high-risk-from-coronavirus/>
- <https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk>
- Infection can occur due to:
 - Close contact with an infected individual
 - Fomites – touching an object contaminated by respiratory droplets, for example from a cough or sneeze, then touching the eyes, nose or mouth
- COVID-19 can survive for:
 - Up to 72 hours on plastic or stainless steel
 - Less than 4 hours on copper
 - Less than 24 hours on cardboard

LO2 Understand social responsibility for the sports and fitness sector in relation to COVID-19

Social responsibility for the sports and fitness sector in relation to COVID-19
Taught content
<ul style="list-style-type: none"> • Definition of social responsibility <ul style="list-style-type: none"> - The practice of producing/supplying goods or services in a way that is not harmful to society or the environment • Key principals of social responsibility <ul style="list-style-type: none"> - Business behaviours/values <ul style="list-style-type: none"> ▪ Behave ethically, for example, establishing protocols/working practices to protect the health of staff, volunteers, clients and visitors, working in accordance with regulatory and national governing bodies guidelines, staying up to date with changes in business regulations and practices ▪ Be accountable, for example, having a clear mission statement and COVID-19 infection control policies and procedures and risk assessment in respect of upholding high standards of hygiene to increase client confidence and prevent the spread of infection, identification of business practices and values, duty of care, undertaking regular review of policies and procedures ▪ Be transparent, providing clients and suppliers/visitors with clear guidelines on organisation operating procedures, for example signage ▪ Respect the interests of all stakeholders such as clients, staff, volunteers, suppliers/visitors, the local community, for example considering the implications of changes to working practices such as trading hours ▪ Take into consideration local and society norms of behaviour, for example the use of face coverings ▪ Demonstrate respect for human rights, for example, considering all clients equally, being non-discriminatory, inclusive staffing ▪ Comply with legislation/law, for example, instructions from authorities in the event of new local restrictions ▪ Promote sustainable working practices, for example, low energy equipment, recycling • The benefits of social responsibility in the sports and fitness environment, for example: <ul style="list-style-type: none"> - Client confidence - Positive impact on preventing the spread of COVID-19 and other respiratory infections - Protection of vulnerable members of society from the spread of COVID-19 and other respiratory infections - Increased employee loyalty - Local community confidence - Local/national economy • Staff social responsibility • Client social responsibility • Community social responsibility

Social responsibility in own role

Taught content

- Awareness of local and national Government legislation relating to COVID-19 of the country therein, for example:
 - The Control of Substances Hazardous to Health (COSHH) 2002
 - The Health and Safety at Work Act 1974
 - Health and Safety (Offences) Act 2008
 - The Personal Protective Equipment at Work Regulations 1992
 - Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) 2013
 - The Public Health (Control of Diseases) Act 1984
 - Equality Act 2010
- Responsibilities to include:
 - Awareness and understanding of sports and fitness workplace policies and procedures in relation to COVID-19 and other respiratory infections
 - Ensuring contract/delivery staff are made aware protocols
 - Management of workflow in relation to location, available space and equipment
 - Cleanliness of the sports and fitness environment to prevent cross-infections via direct or indirect contact
 - Frequent hand washing/hand sanitising
 - Use of workplace equipment – individual work/training areas, products and equipment in appropriate manner
 - Use of personal protective equipment (PPE) as appropriate, for example, using protective face coverings, single-use items, such as gloves, and correct hand hygiene methods
 - Work area decontamination/preparation – session times to include work area decontamination time for example, approximately 10-30 minutes between classes/sessions or in accordance with national governing body recommendations. Equipment touch-points to be cleaned after use with anti-viral spray and disposable wipes
 - Disposal of waste in the correct manner
 - Ensuring manufacturers' instructions are always followed when using products and equipment, for example cleaning agents, sterilising fluids
 - Reporting of hazards, work-related incidents or accidents, diseases and dangerous occurrences to the appointed health and safety representative/senior staff member
 - Follow protocols for emergencies, for example incidents or accidents requiring first-aid treatment
 - Ensuring that all personal client data records remain safe and confidential in accordance with current data protection legislation of the country therein
 - Updating client records following sports/fitness sessions where applicable and appropriate

Health and wellbeing of staff, clients and volunteers

Taught content

- As appropriate to the guidance of the country therein:
- Staff
 - Identification of staff at higher risk of serious illness from COVID-19 and implications for work role, for example, possible role adaptation
 - Provide support around mental health and wellbeing
 - Advise staff who are ill to stay at home or to go home if they become ill whilst at work. Advise them to stay at home and avoid contact with other people, particularly those at higher risk of serious illness from COVID-19, and to return to work only when they are well and in accordance with the guidelines of the country therein. Staff to follow sickness absence reporting and return to work regulations of the organisation and country therein. Advise staff to obtain a test, for example, a lateral flow/rapid antigen or Polymerase Chain Reaction (PCR) test, if available – in accordance with guidelines of the country therein
 - Training for staff on COVID-19 health, safety and hygiene protocols, for example correct hand hygiene methods and use of PPE, mental health and wellbeing
 - Ensure that staff training is updated should COVID-19 guidelines change
- Clients
 - Identification of clients at higher risk of serious illness from COVID-19 and implications for session delivery, for example, adaptation of working practices or timings
 - Update clients/participants/teams on new hygiene protocols for sports and fitness sessions for example, via email, text messaging prior to session/practice
 - Advise clients of information posters/signage in the sports and fitness environment
- Volunteers
 - Identification of volunteers at higher risk of serious illness from COVID-19 and implications for work role, for example, possible role adaptation
 - Provide support around mental health and wellbeing
 - Advise volunteers who are ill to stay at home or to go home if they become ill whilst volunteering. Advise them to stay at home and avoid contact with other people, particularly those at higher risk of serious illness from COVID-19 and to return only when they are no longer feeling ill and in accordance with the guidelines of the country therein. Volunteers to follow sickness absence reporting regulations of the organisation and country therein. Advise volunteers to obtain a test, for example, a lateral flow/rapid antigen or Polymerase Chain Reaction(PCR) test, if available – in accordance with guidelines of the country therein
 - Training for volunteers on COVID-19 health, safety and hygiene protocols, for example correct hand hygiene methods and use of PPE where appropriate, mental health and wellbeing
 - Ensure that volunteer training is updated should COVID-19 guidelines change

LO3 Understand the controls necessary to prevent the spread of COVID-19

Breaking the chain of infection

Taught content

- Stop spread of infection – break at least one link within chain
- Standard infection control precautions (SICPs)
 - Risk assessment
 - Regular hand washing
 - Use of hand sanitisers
 - Use of Personal Protective Equipment (PPE) – face coverings, disposable gloves, visors, where appropriate
 - Respiratory hygiene and cough etiquette
 - Safe management of equipment, for example, mats, fixed weights, free weights, functional fitness equipment, balls, racquets
 - Safe management of laundry, as appropriate to sports and fitness facility/ environment
 - Safe management of sports and fitness environment
 - Safe management of blood and body fluids
 - Safe disposal of waste
 - Occupational safety/managing the prevention of exposure
- Additional precautions(in accordance with local and national guidelines of the country therein)
 - Immunisation/vaccination
 - Improved ventilation
 - Use of face coverings/masks
 - Use of antivirals
 - Social distancing measures
 - Contact tracing
 - Temperature checking

Workplace standard infection control procedures

Taught content

- Risk assessment
 - Premises/facility/location
 - Sports, fitness and recreation services
 - All work/voluntary activities, for example, reception duties, pool management, fitness classes, personal training sessions, sports events
- Infection prevention and control (IPC)
 - Health and safety protocols
 - Hygiene protocols
 - Roles and responsibilities – employer, employees, clients/participants, visitors, volunteers
 - Protocol for managing those clients/participants, staff, visitors, and volunteers with suspected COVID-19, for example, seek government health advice relevant to the country therein
- Provision of Personal Protective Equipment (PPE)
 - PPE as appropriate for each occasion for example, face coverings, disposable gloves
 - Clean, re-useable PPE, for example visors
- Hand hygiene
 - Hand washing facilities
 - Hand sanitisation points
- Promotion of safe work spacing
 - In accordance with the guidelines of the country therein – mitigations, for example, the use of acrylic screens
- Provision of a clean environment
 - Frequent cleaning/decontamination, particularly of high touch areas, for example, door handles, light switches, toilet facilities, dumbbells, barbells, fixed equipment, racquets, balls, water fountains
 - Cleaning working/participant environment between every session
- Waste management
 - Management, storage and disposal of waste
- Education
 - Training for staff and volunteers, for example, COVID-19 and respiratory infection prevention, risk assessment, new session protocols
 - Updates on new workplace protocols for clients/participants – for example, email, text messages on procedures to be followed
 - Signage/visual aids in the sports and fitness environment for staff, clients, volunteers and visitors for example, risk assessment, use of PPE, hand hygiene techniques, respiratory etiquette
 - Managing prevention of exposure of staff, clients, volunteers and other visitors

The role of risk assessment in the prevention of COVID-19

Taught content

- Definition of risk assessment
- Legislation governing risk assessment of the country therein
- Identification of potential risks within the sports and fitness environment in relation to COVID-19
- Importance of risk assessment in the sports and fitness environment
- Risk assessment for
 - Staff/volunteers
 - Clients/participants
 - Sports/fitness/recreation environment
 - Services
- Processes involved in risk assessment
- Employer and employee/volunteer collaboration on risk assessment process
- Methods of minimising risk in the sports and fitness environment, for example establishing and documenting new workplace procedures/protocols, clear and defined roles and responsibility for managing infection prevention and control, single point of contact (SPOC)
- Risk assessment notification – sports and fitness environment signage, publication on website
- Implications for insurance

Social distancing

Taught content

- Definition of social distancing
- Purpose of social distancing
- Methods and effects of social distancing
- Social distancing guidance relating to COVID-19 of the country therein

Respiratory hygiene and cough etiquette

Taught content

- Reduces spread of microorganisms
- Turn head – sneeze/cough away from others
- Cover mouth and nose with tissue when coughing, sneezing or blowing the nose
- Discard used tissues immediately in a lined enclosed, foot-pedal controlled waste bin
- Cough/sneeze into inner elbow, not the hand, if no tissues available
- Ensure correct hand hygiene is performed immediately after coughing or sneezing
- Tissues, hand hygiene facilities and lined, enclosed, foot-pedal controlled waste bins must be available at appropriate points throughout the sports and fitness environment for staff, clients and visitors
- Signage – posters on respiratory hygiene/cough etiquette displayed in the sports and fitness environment

LO4 Understand the importance of Personal Protective Equipment (PPE), Hand Hygiene and Personal Hygiene in the prevention of COVID-19

Personal protective equipment (PPE)

Taught content

- Definition of Personal Protective Equipment (PPE)
- The role of PPE in infection prevention and control
- Employer responsibilities in relation to the provision and use of PPE – risk assessment, Health and Safety at Work Act, Control of Substances Hazardous to Health (COSHH)
- Employee/volunteer responsibilities in relation to the use of PPE
- Client/participant preferences in relation to the use of PPE
- Types of PPE
 - Single use/disposable
 - Multiple use/re-useable – require decontamination between uses
 - Type of PPE – face coverings, disposable gloves, for example, latex-free; face shields/visors
 - Use in accordance with manufacturers' instructions and local/national policies/procedures relating to the use of PPE of the country therein
- PPE must be replaced if it becomes damaged, soiled, wet or compromised at any time during the activity
- Personal protective equipment for staff/volunteers as appropriate to the activity, organisational requirements and guidance of country therein, for example:
 - Disposable/single-use gloves – new gloves after tasks such as waste disposal
 - Disposable/single-use face covering – ensure these are close fitting, cover both the nose and mouth, avoid touching face covering once in place, do not allow to dangle around the neck, dispose of once damp
 - Face shield/visor – to be worn when working in close proximity with clients/participants – may be re-usable, cleaned and disinfected before and after each use
 - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>
- Personal protective equipment for the client/participant as appropriate to the activity, organisational requirements and guidance of the country therein for example:
 - Disposable/single-use face covering – in accordance with sports and fitness facility guidelines and those of the country therein
 - Clients must not be barefoot outside of changing room or wet facilities, pools and fitness studios
- Risks associated with incorrect use of PPE, for example, spread of infection

Recommended Personal Protective Equipment		
Service (Guidance according to the country therein)	Sports and/or fitness instructor (Adhere to guidance of the country therein)	Client (Adhere to guidance of the country therein)
Client assessment	Gloves, face covering, visor	Face covering
Personal training (gym based exercise)	Face covering	Face covering
Personal training (specific populations)	Face covering, visor	Face covering
Personal training (water based exercise)	N/A	N/A
Fitness instructing – exercise to music	Face covering, visor	Face covering
Studio cycling	Face covering, visor	Face covering
Kettlebell training	Face covering, visor	Face covering
Yoga instructing	Face covering, visor	Face covering
Pilates instructing	Face covering, visor	Face covering
Strength and conditioning	Gloves, face covering, visor	Gloves
Group circuit training	Gloves, face covering, visor	Gloves

The use of personal protective equipment (PPE)

Taught content

- Putting on and removing PPE
 - Select appropriate size PPE to ensure correct fit, for example, face coverings should be close fitting, disposable gloves should be the correct size
 - Select appropriate PPE according to risk of the service
 - Sequence for putting on PPE
 - These guidelines are based upon updated evidence in relation to the wearing of PPE. However, the sequence of steps may differ between countries
 - Wash/sanitise hands
 - Check PPE is clean and undamaged
 - As appropriate:
 - Face covering – metal piece at top, mould to fit face, coloured side out, avoid touching once in place
 - Face shield/visor
 - Disposable gloves
- Sequence for removing PPE
 - Sports/ fitness instructor/volunteer PPE – remove carefully avoiding contact with potentially contaminated PPE and clothes, skin and face
 - Gloves – remove gloves using the glove to glove, skin to skin technique
 - With a gloved hand, peel off the other glove so that it turns inside out and any contamination is on the inside. Be careful not to touch the skin with the gloved hand. Gather the glove which has been removed into the gloved hand then slide the ungloved index finger into the wrist of the gloved hand. Working from the inside stretch the glove out and down towards the fingers, pull the glove down and over the previously removed glove, so that one is now inside the other and both external surfaces of the glove are on the inside of the second glove. Dispose of immediately in a lined, enclosed, foot-pedal controlled waste bin
 - Perform hand hygiene
 - Remove face shield/visor (if worn) by leaning forward and pulling away from face, sanitise before and after client service (if reusable)
 - Remove face covering – use the elasticated straps or ties to remove and pull away from face. Do not touch any surface of the face covering during this process. Dispose of immediately in a lined, enclosed, foot-pedal controlled waste bin
 - Perform hand hygiene
- <https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>

Hand hygiene

Taught content

- Methods of hand hygiene – hand washing, hand sanitisers
- Techniques in accordance with local and national policies/procedures
- The role of hand hygiene in infection prevention and control
- Hand washing
 - Importance of following correct hand washing methods
 - Reduce surface contamination
 - Prevent the transmission of infection
 - Reduce the risk of contagion
 - Resources required for correct hand washing
 - Water
 - Liquid soap
 - Disposable/paper towels
 - Lined, enclosed foot-pedal controlled waste bin
 - Recommended procedure for washing hands
 - Duration of full procedure 40-60 seconds, hand washing for a minimum of 20 seconds
 - Remove jewellery
 - Remove wristwatch as required
 - If wearing rings, move them during the process to reach all microorganisms
 - Roll up sleeves if applicable
 - Turn on tap
 - Adjust water temperature and speed
 - Wet hands
 - Apply enough soap to cover the hands
 - Lather up soap and ensure it covers all hand surfaces
 - Rub palms together
 - Rub the back of one hand with the palm of the other and vice versa with interlaced fingers
 - Rub palm to palm with fingers interlinked
 - Rub backs of fingers to opposing palm, with fingers interlocked
 - Wash thumbs of each hand separately
 - Rub fingertips over the palms, backward and forwards using circular motions
 - Rinse hands thoroughly with water. Remove all traces of soap
 - Turn off tap with elbow or paper towel
 - Pat hands dry with single use/disposable towel – do not use shared towels
 - Dispose of towel in a lined, enclosed, foot-pedal controlled waste bin
 - <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
 - Advantages/disadvantages of hand washing
 - Inexpensive
 - Easy to perform
 - Removes visible and invisible contamination/surface debris
 - Hand washing facilities not always available

- Excessive hand washing may lead to dermatitis/breakdown of skin integrity
 - Bar soap unsuitable for sports and fitness environment use
- Hand sanitisers/rubs
 - Importance of following correct hand sanitising methods
 - If the hands are visibly soiled/contaminated, they must be washed before using hand sanitisers
 - Prevent the transmission of infection
 - Reduce the risk of contagion
 - Resources required for hand sanitising
 - Hand sanitising gel, foam, liquid, rubs – alcohol/non-alcohol
 - Dispensed via hand pump dispensers or sprays
 - Follow manufacturers' instructions for use
 - Must be used for intended purpose only for example, not for cleaning
 - Storage – (<1 litre) must be stored more than 1m from sources of ignition
 - Larger quantities must be stored in an appropriate location (flammables cupboard)
 - Dispose of used containers appropriately to reduce the risk of fire
 - Recommended procedure for sanitising hands
 - Duration of procedure: 20-30 seconds
 - Apply a plentiful amount of product to cover all surfaces
 - If wearing rings, move them during the process to reach all microorganisms
 - Rub palms together
 - Rub the back of one hand with the palm of the other and vice versa, interlacing fingers
 - Rub palm to palm with fingers interlinked
 - Rub backs of fingers to palms, with interlocked fingers
 - Rotationally rub thumbs
 - Rotationally rub palms backward and forwards with fingertips
 - Leave hands to air dry fully
 - Advantages/disadvantages of hand sanitising
 - Products easily accessible/transportable – point of use or on person
 - Can be used where no water is available
 - Quick and easy to apply/use
 - Can be used in addition to hand washing
 - Can protect skin integrity when the skin is sensitised due to excessive hand washing
 - Unsuitable for dirty hands
 - Do not remove visible contamination/surface debris
 - Can be ineffective – recommend formulations contain a minimum of 60% ethanol or 70% isopropyl alcohol and must fully cover all areas
 - Ineffective against spore forming pathogens
 - Some brands take a long time to dry/remains sticky

- When to wash/sanitise hands for example:
 - On entering or exiting the sports and fitness environment
 - Before touching a client
 - Before starting a sports or fitness session
 - After exposure to body fluids
 - After touching a client
 - During delivery of the session as required
 - After completing a session
 - After using the telephone, or dealing with sales
 - After touching the working area
 - After cleaning the working area
 - Before and after removing PPE
 - Before eating food
 - Before, during and after food preparation
 - After using the toilet
 - After touching the face or nose, coughing or sneezing
 - After handling waste materials and bags
 - On removing clothes and/or shoes worn outside
- Assess hands regularly for cuts and abrasions – may harbour microorganisms
- Assess skin health regularly for dermatitis – may result from excessive hand washing/continual glove wearing
- Cover any cuts and abrasions with waterproof dressing and change as required
- Use suitable moisturiser to maintain skin health – avoid petroleum-based products which may degrade some disposable gloves
- Report any skin problems to the member of staff responsible for occupational health

Personal hygiene

Taught content

- Definition of personal hygiene
- Role of personal hygiene in infection prevention and control
- Workplace standards for personal hygiene, for example clean work wear daily, showering, regular hand washing
- Personal hygiene requirements for staff
 - Tie hair back/up if necessary
 - Remove or wear minimal jewellery
 - Short, clean nails
 - Nail varnish or nail extensions, if worn should be short and unchipped
 - No breath or body odour
 - Staff must not work barefoot
- Personal hygiene recommendations for the client
 - Clients to wash/sanitise hands
 - Clients must not be barefoot outside of changing room or wet facilities, pools and fitness studios
- Risks associated with poor personal hygiene for example, spread of infection, loss of business/reputation

LO5 Understand potential hazards and risks and the workplace procedures necessary to prevent the spread of COVID-19 in the sports and fitness environment

The potential hazards and possible risks in relation to COVID-19
Taught content
<ul style="list-style-type: none"> • Hazards – anything that has the potential to cause harm, for example inadequately maintained toilet facilities • Risks – a chance, high or low, that harm caused by the hazard may occur, for example cross-infection from poor hygiene controls • Hazards and risk, for example: <ul style="list-style-type: none"> - Inadequate or poor COVID-19 staff training – allow for appropriate training to ensure awareness of infection control and prevention protocols - Client booking/re-booking – online, messaging, email - Staff/volunteers at higher risk of serious illness from COVID-19 – discuss working options with employer, for example, possible role adaptations, changes to staff/volunteering rota - Clients/participants at higher risk of serious illness from COVID-19 – modifications to assessments and activities, possible postponement of services, designated session times - Hand hygiene – hand washing, hand sanitising, avoid touching the face - Working safely throughout the activity, for example ensuring appropriate use of PPE if required - Ventilation – open windows/doors where possible to allow the flow of fresh air, keep sports and fitness environment well ventilated for example, operating ventilation system 24 hours per day - Correct handling and storage of all equipment in accordance with facility guidelines and that of the country therein in order to minimise the risk of cross-infection - Correct decontamination processes appropriate to equipment and working areas and storage of clean and dirty equipment - Disposing of waste appropriately to minimise risk of cross-infection and ensure there is no unnecessary risk to staff, volunteers, clients or the environment - The handling of cash – encourage contactless payment methods where possible for example, cards, telephone apps

Safe and hygienic working practices to be followed throughout sports and fitness activities

Taught content

- Internal policies and procedures established by the business following risk assessment to prevent and control the spread of infection within the workplace, created in accordance with government guidelines. These should be regularly reviewed in accordance with national government/public health guidelines of the country therein
- Maintain adequate ventilation for example, open windows, use of extractor fans
- Ensure frequent cleaning of work areas and equipment including stationary gym equipment between use, using normal cleaning products
- Ensure frequent cleaning of objects and surfaces that are touched regularly, including stationary gym equipment, free weights, mats, balls
- Provide anti-viral spray, wipes and/or disposable cloths and instructions for clients to wipe down each machine or exercise mat after use
- As appropriate, in accordance with organisational requirements and guidance of the country therein :
- Pre-session
 - Provide online/email appointment booking services where appropriate
 - If required, message or email clients/participants to inform them of updated sports and fitness environment procedures, for example, staying home if they feel unwell, following hand hygiene procedures on entering the sports and fitness environment, the need to follow respiratory etiquette
 - Timetable classes/sessions to prevent waiting time and possible overlap
 - Provide information to notify of any COVID-19 health, safety and hygiene policies
 - Use physical barrier/screen at reception desk, reception staff to wear PPE as appropriate
 - Fully prepare training areas/fitness studios and equipment as applicable, for example mats, free weights
 - The need to be organised and ready for the sports/fitness sessions
 - Ensure all sports and fitness areas and equipment have been cleaned and disinfected/sterilised as appropriate
 - Provision of hand hygiene facilities at entrance and exit points
 - Provision of hand sanitiser and tissues at key points in the sports and fitness environment, for example, in the fitness studio
 - Sports and fitness instructor/volunteer to put on PPE in correct manner as appropriate to the activity/in accordance with facility guidelines and those of the country therein
- Client arrival
 - Clients/participants to use hand sanitiser or wash hands on arrival
- During sports/fitness activity
 - Client/participant consultation/assessment
 - The use of clean and disinfected equipment for all clients/participants – cleaned/disinfected by client or staff after use
 - Sports and fitness instructor/volunteer to wash/sanitise hands before, during (if appropriate) and after sessions in accordance with facility, local and national guidelines of the country therein
 - Cover open cuts or abrasions
 - Sports and fitness instructor/volunteer/cleaning staff to disinfect high use areas
 - Place used/contaminated equipment in designated area/labelled box where applicable

- Water fountains should have signage which prevents face-to-face drinking (no receptacle), these facilities are to be used only to refill personal water bottles or containers and should be cleaned after use using anti-viral cleaning fluid/disposable cloths or wipes
- Post session/activity
 - On completion of the sports/fitness/recreation activity
 - Sports and fitness instructor/volunteer must continue to wear own PPE whilst disposing of waste during decontamination of training/work area
 - Equipment touch points to be sanitised by clients/participants or staff/volunteers after use
 - Encourage contactless payment where possible
 - Re-booking – online service, telephone
 - Clients/participants should avoid contact with products/equipment they are not purchasing
- Decontamination following sports and fitness session
 - Clean and disinfect entire training area, allowing sufficient break times between classes/sessions to clean and disinfect the area and equipment – approximately 10-30 minutes dependent on activity/location. Equipment, for example mats, to be cleaned by staff or clients/participants using available anti-viral sanitising sprays and disposable cloths or wipes
 - Dispose of contaminated PPE after session in correct manner
 - Store used/contaminated equipment in designated area(s), and clearly marked if unable to clean and sterilise immediately
 - Clean and sterilise equipment between clients/participants in appropriate manner in designated area whilst wearing suitable PPE
 - Store clean/sterilised equipment in clearly labelled cabinets or boxes with lids
 - Prepare work area for next class/session, for example work areas and equipment cleaned and disinfected
- The safe working practices to include:
 - Adherence to hand hygiene guidelines – increased frequency of hand washing/hand sanitising
 - Adherence to PPE requirements where required
 - Adherence to respiratory hygiene/etiquette guidelines
 - Prevention of cross-infection, for example, sterilisation of equipment, designated area(s) for processing and storage of clean and contaminated equipment
 - Regular cleaning of work areas, toilet facilities and high-touch areas/surfaces such as door handles, light switches and sinks with detergent/disinfectant
 - Toilet facilities – signage on safe use, provision of hand sanitiser on entry, hand washing facilities with running water, soap, paper towels/hand drier, and lined, enclosed, foot-pedal controlled waste bin
 - Correct removal and disposal of PPE
 - Disposal of contaminated waste in lined, enclosed, foot-pedal controlled waste bins
 - Staff room/area
 - Avoid sharing cups, crockery and cutlery at break times
 - Use dishwasher to clean cups, crockery and cutlery, or wash with hot water and detergent in designated area and dry with disposable towels immediately
 - Ensure refillable water bottles and cups do not touch tap or water fountain spouts
 - Use personalised lockers/allocated areas for storage of own equipment/supplies if possible

Possible service adaptations/mitigations

General precautions	<p>Social distancing – maintain social distancing in accordance with government guidelines of the country therein during the provision of sports and fitness sessions. Where this is not possible, mitigations are required, for example, sports/fitness trainer/volunteer use of PPE, client/participant use of PPE where possible, physical barriers/screens where appropriate.</p> <p>Increased risk of contact with saliva, respiratory droplets when participating in close contact training sessions – mitigations, for example, increased frequency of hand washing/hand sanitising, the use of PPE, for example, face covering, visor.</p> <p>Equipment use – self-cleaning of handles and rails after use, signage to emphasise to users that this is a duty to others as they dismount/disengage from equipment; provision of anti-viral sprays and disposable cleaning cloths or wipes.</p> <p>Session duration – adapt lengthy sports and fitness sessions to minimise extended contact.</p> <p>Decontamination of sports/fitness environment and equipment between clients/participants – approximately 10-30 minutes dependent on activity.</p> <p>All sports/fitness sessions/activities must be fully risk assessed.</p> <p>Adaptations and requirements for appropriate PPE will be informed by risk assessment.</p>	
Activity (Guidance according to the country therein)	Possible adaptations (Adhere to guidance of the country therein)	Hazard(s)
Consultation/assessment	General consultation/pre-screening - carried out remotely or online. Maintain social distancing with mitigation – for example, face covering, visor. Face to face discussion minimised due to online/remote consultation/assessment prior to training session.	Conversing with clients whilst in close proximity, client
Sports and fitness sessions		
Subjective/objective client assessment(s)	For example, instruct clients in requirements for visual assessment, such as active range of motion, client conducts active/passive assessments while maintaining social distancing, client use of face covering, remote/online assessments.	Conversing with clients whilst in close proximity
Personal training (gym based exercise)	For example, maintain social distancing, no hand-on adjustments/physical contact with clients/participants, use of PPE if spotting weights.	Close proximity with individuals for extended duration

Personal training (specific populations)	For example, maintain social distancing, no hand-on adjustments/physical contact, establish specific hours for vulnerable clients/participants.	Close proximity with individuals for extended duration
Personal training (water based exercise)	For example, maintain social distancing, through reduced pool capacity/load, use of beach-style changing to minimise/avoid use of changing rooms.	Close proximity with individuals for extended duration
Fitness instructing – exercise to music	For example, maintain social distancing through reduced class sizes, reduce the volume of music.	Close proximity with individuals for extended duration
Studio cycling	For example, maintain social distancing, staggered cycle placement.	Close proximity with individuals for extended duration
Kettlebell training	For example, maintain social distancing, no sharing of equipment.	Close proximity with individuals for extended duration
Yoga instructing	For example, maintain social distancing, no sharing of equipment, no congregating before/after sessions.	Close proximity with individuals for extended duration
Pilates instructing	For example, maintain social distancing, no sharing of equipment, no congregating before/after sessions.	Close proximity with individuals for extended duration

LO6 Understand decontamination and waste management processes relevant to sports and fitness sessions

Decontamination of the sports and fitness environment
<p data-bbox="204 365 391 398">Taught content</p> <ul style="list-style-type: none"> • Definition of contamination and decontamination • The importance of environmental decontamination and when to perform • The importance of safe working practices to minimise risk • The three stages of environmental decontamination in relation to the sports and fitness environment <ul style="list-style-type: none"> - Cleaning/sanitising - Disinfection - Sterilisation • The types of chemicals, equipment and processes necessary for the management of hygiene and infection prevention and control sports and fitness environment for: <ul style="list-style-type: none"> - Products/stock - Equipment - Reception area - Sports and fitness working areas, for example, gym, pools/wet side facilities, sports hall - Rest rooms/toilet facilities - Staff room(s) - Sports and fitness office(s) - Entrance/exit/stairs/corridors - High touch surfaces/areas - For example, heat or chemical methods, bactericides, fungicides, viricides, sprays • Management of contaminated, clean and sterile items • Appropriate PPE for staff performing cleaning • Sanitisers and disinfectants to meet relevant national standards of country therein, for example, BS EN1276/BS EN 13697 • Cleaning and disinfection chemicals – contact times, dilution rates, safe preparation of solutions in a ventilated area • 2 step cleaning process • Clean all work surfaces, including seating, with detergent, followed by appropriate disinfectant for example, 70% alcohol or a chlorine-based prepared in accordance with manufacturers' instructions • Use of disposable equipment, for example, paper rolls, cloths • Reusable cleaning equipment, for example, buckets, must be decontaminated after use • Environmentally safe disposal of unused solutions in accordance with manufacturers' instructions • The reasons for working in accordance with regulations of the country therein, for example COSHH and following manufacturers' instructions in relation to chemicals and their use in decontamination, safety data sheets (SDS) • Sports and fitness facility cleaning schedules – clearly visible

Management of laundry in a sports and fitness environment

Taught content

- Laundry, for example, towels, team sports kit, sweat bands must be handled, transported and processed, internally and externally, as appropriate to the sports and fitness environment, in a manner that prevents contamination of self, clothing and the working environment
- PPE must be worn when handling laundry
- Do not shake laundry
- Kit/apparel should be placed into a designated bag and put directly into wash facilities after use
- Single-use – remove after service, fold inwards away from clothing to prevent contamination, dispose of in a lined, enclosed, foot-pedal controlled waste bin
- Re-useable towels – remove after service, fold inwards to prevent contamination, place in labelled laundry bag which is kept as close as possible to the point of use. Used linen must not be carried across the sports and fitness facility floor
- Ensure laundry bags are clearly labelled
- Do not re-handle used laundry
- Wash laundry at correct temperatures: 60°C or 140°F with appropriate detergent or in accordance with manufacturers' instructions
- Dry laundry fully
- Store clean laundry in designated area(s)

Waste management procedures

Taught content

- The importance of waste management
- Disposal of waste materials in accordance with local and national regulations and current guidance of the country therein
- Waste management procedures
 - Procedures for waste management clearly displayed for all staff
 - Types of waste, for example, non-hazardous, hazardous
 - Colour coding for waste in accordance with the country therein
 - Storage, removal and destruction of waste
- Disposal of contaminated/hazardous waste
 - In accordance with local and national regulations and current guidance of the country therein
 - Use of lined, enclosed, foot-pedal controlled waste bins
 - Double-bag as appropriate
 - Colour-coding/labelling
 - Professional removal/destruction as appropriate
- The risks associated with waste management, for example the spread of infection due to inadequate staff training on environmentally safe waste disposal

Guide to taught content

The content within the unit specification is not prescriptive or exhaustive but is intended to provide helpful guidance to teachers and learners with the key areas that will be covered within the unit and relating to the kinds of evidence that should be provided for each assessment objective specific to the unit learning outcomes. Unit content accurate at time of publication – see version history below. **Centres and learners must refer to current government guidelines of the country therein relating to COVID-19.**

Resources

For example:

- <https://www.gov.uk/coronavirus>
- <https://www.gov.uk/guidance/reducing-the-spread-of-respiratory-infections-including-covid-19-in-the-workplace>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- https://www.who.int/health-topics/coronavirus#tab=tab_1
- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/safety-and-side-effects/>
- <https://www.hse.gov.uk/coronavirus/index.htm>
- <https://www.gov.uk/government/publications/our-plan-to-rebuild-the-uk-governments-covid-19-recovery-strategy/the-next-chapter-in-our-plan-to-rebuild-the-uk-governments-covid-19-recovery-strategy--2#continuing-our-plan-to-rebuild>
- <https://www.england.nhs.uk/coronavirus/primary-care/infection-control/>
- <https://www.hse.gov.uk/coshh/basics/ppe.htm>
- <https://www.gov.uk/guidance/regulatory-status-of-equipment-being-used-to-help-prevent-coronavirus-covid-19>
- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>
- <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
- <https://www.who.int/publications/i/item/cleaning-and-disinfection-of-environmental-surfaces-in-the-context-of-covid-19>
- <https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19>

Assessment requirements

1. Theory examination

Learners must complete a theory examination for this unit. This will consist of a multiple choice question paper which is mapped to the relevant assessment criteria stated below.

The theory examination will test the knowledge and understanding from across learning outcomes 1, 2, 3, 4, 5 and 6. Learners should use the unit content sections of this unit to aid revision since exam questions will test the full breadth of content over time.

Learning Outcome	Assessment Criteria
LO1 Understand the causes, transmission and effects of COVID-19	1.1 Outline how infection can spread
	1.2 Explain the chain of infection
	1.3 Describe the symptoms, transmission and effects of COVID-19

Learning Outcome	Assessment Criteria
LO2 Understand social responsibility for the sports and fitness sector in relation to COVID-19	2.1 Outline social responsibility for the sports and fitness sector
	2.2 Outline own social responsibilities
	2.3 Outline how to maintain the health and wellbeing of staff, clients and volunteers

Learning Outcome	Assessment Criteria
LO3 Understand the controls necessary to prevent the spread of COVID-19	3.1 Explain how to break the chain of infection
	3.2 Explain workplace standard infection control procedures
	3.3 Explain the role of risk assessment in the prevention of COVID-19
	3.4 Describe social distancing
	3.5 Outline respiratory hygiene and cough etiquette

Learning Outcome	Assessment Criteria
LO4 Understand the importance of Personal Protective Equipment (PPE), Hand Hygiene and Personal Hygiene in the prevention of COVID-19	4.1 Outline the types of PPE available in the workplace for the prevention of COVID-19
	4.2 Outline the correct methods of using items of PPE
	4.3 Explain the methods of hand hygiene recommended for the prevention of COVID-19
	4.4 Describe the role of personal hygiene in prevention of COVID-19

Learning Outcome	Assessment Criteria
LO5 Understand potential hazards and risks and the workplace procedures necessary to prevent the spread of COVID-19 in the sports and fitness environment	5.1 Explain potential hazards and risks in relation to COVID-19
	5.2 Explain safe and hygienic working practices to be followed throughout sports and fitness activities

Learning Outcome	Assessment Criteria
LO6 Understand decontamination and waste management processes relevant to sports and fitness services	6.1 Outline the decontamination processes relevant to the sports and fitness environment
	6.2 Outline the management of laundry relevant to prevention of COVID-19 in the sports and fitness environment
	6.3 Explain waste management procedures relevant to prevention of COVID-19 in the sports and fitness environment

Document History

Version	Issue Date	Changes	Role
v1.0	31/07/2020	First published	Product and Regulation Manager
v2.0	25/09/2020	Republished indicative content following updates to government guidelines – 10/09/2020	Product and Regulation Manager
v3.0	01/08/2022	Republished indicative content following updates to government guidelines – April 2022	Qualifications Administrator