

HEALTH AND SAFETY POLICY

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Author	Mary Edwards	Signature	
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Purpose of Policy

Contact takes health and safety issues seriously and is committed to protecting the health and safety of its staff and all those affected by its business activities and attending its premises. We recognise our duties under the Health and Safety at Work Act 1974 and the accompanying protective legislation.

We will endeavour to meet the requirements of this legislation. This Policy is designed to help Contact achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.

Employees who are wholly or partly home-based, and their managers, whether or not home-based, should additionally read Contact's Home Working Policy and Lone Working Policy.

Who is responsible for workplace health and safety

Achieving a healthy and safe workplace is a collective task shared between Contact as an employer and its' staff. This policy and the rules contained in it apply to all staff of Contact, irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants, and contractors, casual or agency staff, trainees, homeworkers, fixed term staff and volunteers, interns or work placements. The specific responsibilities of staff are set out in the section headed "Responsibilities of all staff" below.

Those involved in the management of Contact have their duties and responsibilities clearly defined. This is to ensure the Health and Safety General Policy is properly taken into account when designing and implementing systems and procedures.

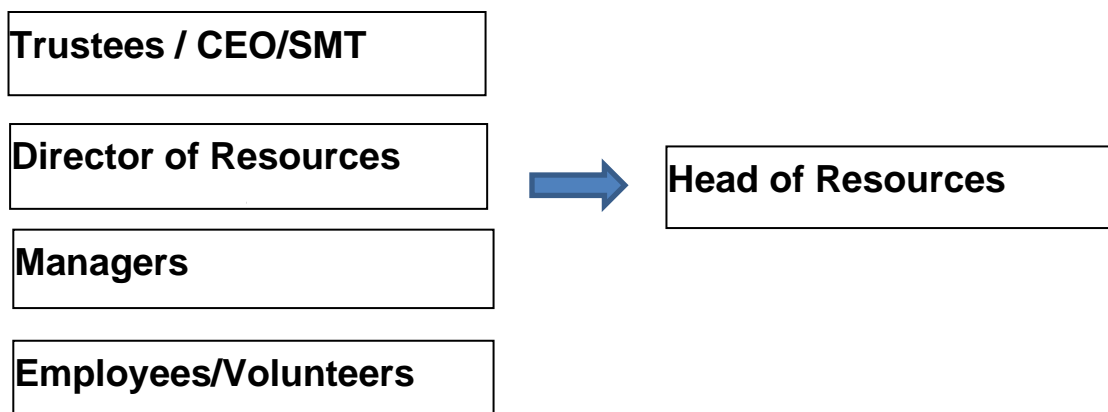
In brief, Management also has a responsibility and duty to ensure that:

- Our employees are aware of and understand the Health and Safety Policy.
- Our employees are aware of and understand the health and safety rules relating to their work.
- Our employees are adequately instructed, trained, and supervised.
- Our employees are made aware of the hazards and risks associated with their work activities.
- Our employees are provided with safe products, substances and equipment, safe methods of work and an environment which is safe and healthy to work in.

The above duties and responsibilities are implemented through the use of the documentation outlined within this policy document and through management carrying out periodic monitoring of the areas within their control.

ORGANISATIONAL STRUCTURE

The organisational structure is simple – the diagram outlines the chain of command in respect of health and safety management. It also shows who has the responsibility for the implementation of the Health and Safety General Policy and are accountable for their areas of responsibility.



Jenny Jones, Director of Resources is overall responsible person for company Health and Safety and has appointed Mary Edwards, Head of Resources as the Principle Health and Safety Officer with day-to-day responsibility for health and safety matters

Any concerns about health and safety matters should be notified to Mary Edwards, Principle Health and Safety Officer.

Employer responsibilities

The Employer is responsible for:

- a) Taking reasonable steps to safeguard the health and safety of staff. People affected by Contact's business activities and of people visiting its premises.
- b) Identifying health and safety risks and finding ways to manage or overcome them.
- c) Providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency situation.
- d) Providing and maintaining safe working areas, equipment, and systems and, where necessary appropriate protective clothing.
- e) Providing adequate information, instruction, training, and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work. Contact will give you the opportunity to ask questions and advise who best to contact in respect of those questions if you are unsure about how to safely carry out their function effectively.
- f) Ensuring any health and safety representatives receive appropriate safety training to carry out their functions effectively.
- g) Providing a health and safety induction and appropriate safety training to your role, including Workplace safety at desk and basic Fire and Safety training
- h) Promoting effective communications and consultations between the Employer and staff concerning health and safety matters and will consult with staff directly relating to health and safety.
- i) if an epidemic or pandemic alert is issued, providing instructions arrangements and advice to staff as to the organisation of the business operation and steps take to minimise the risk of infection; and
- j) Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes, and bringing those to the attention of all staff.

MANAGEMENT RESPONSIBILITIES

The responsibility for health and safety rests with everyone. This section sets out the responsibilities under this policy.

Overall responsibility for health and safety within the organisation is that of the Director of Resources. However, from an operational standpoint, the Head of Resources manages health and safety.

The Director and Head of Resources

The Director of Resources has oversight and is ultimately responsible for Health & Safety. The Director has appointed the Head of Resources as operationally responsible for:

- a. Keeping abreast of any legislative changes and remaining familiar with any regulations that are applicable to Contact
- b. Maintaining an organisation that meets all the statutory requirements contained in the various pieces of health and safety legislation and ensuring that the organisation's health and safety policy is developed and brought to the attention of all employees.
- c. Ensuring that facilities and equipment used within the organisation are appropriate, suitably designed, installed, maintained, and inspected and tested in line with any recognised schemes or legal requirements.
- d. Ensuring that arrangements are in place to deal with fire and other emergency situations and that there are adequate provisions of first aiders and first-aid equipment.
- e. Ensuring that regular monitoring of the health and safety performance of the organisation is also carried out and that there are regular documentation checks to ensure that any delegated health and safety tasks are being delivered in an effective manner. This will be carried out at least annually.
- f. Ensuring that any hazardous substances used are controlled within recognised standards and securely stored.
- g. Ensuring that adequate steps are taken to assess and control the risks associated with new and expectant mothers, young persons and other potentially vulnerable employees.
- h. Ensuring that the organisation has sufficient Employers' and Public Liability Insurance cover for the extent of the business undertaking.
- i. Ensuring that adequate funding is available to deal with health and safety issues that affect the organisation, its employees and others who might be affected.
- j. Ensuring that there are effective methods of completing risk assessments for the various work activities. E that the actions arising from such assessments are delivered and all the necessary documentation completed

- k. Ensuring that all employees receive adequate training to enable them to carry out their work tasks including suitable and sufficient induction information.
- l. Encouraging a positive health and safety culture within the organisation so as to reduce the risk of injury or ill health to employees within the organisation.
- m. Ensuring that there are regular documentation checks to ensure that any delegated health and safety tasks are being delivered in an effective manner. This will be carried out at least annually.
- n. Ensuring that adequate control measures are in place to deal with issues relating to transport within the organisation.

MANAGERS

Managers are responsible for:

- a. Keeping abreast of any legislative changes and remaining familiar with any regulations that are applicable to their area of the organisation.
- b. Ensuring that the organisation's Health and Safety Policy is brought to the attention of all the employees.
- c. Ensuring that facilities and equipment used within their areas of responsibility are appropriate, suitably designed, installed, maintained, inspected and tested in line with any recognised schemes or legislation.
- d. Ensuring that local arrangements are in place to deal with fire and other emergency situations and that there are adequate provisions of first-aiders and first-aid equipment.
- e. Ensuring that local co-operation is provided for regular monitoring of the health and safety performance and documentation checks.
- f. Ensuring that any hazardous substances present within their location are controlled within recognised legislation and standards and are securely stored.
- g. Ensuring that adequate provisions are made to locally assess and control the risks associated with new and expectant mothers, young persons and other potentially vulnerable persons.
- h. Where applicable, ensuring that a current Employers' Liability certificate is displayed and/or available at their location.
- i. Ensuring that risk assessments are carried out locally for the various work activities and office spaces controlled by Contact.
- j. Ensuring that all employees within their local operation receive adequate training to enable them to carry out their work tasks. This will include suitable and sufficient induction information.
- k. Encouraging a positive health and safety culture within their location so as to reduce the risk of injury or ill health to employees within the organisation.

- l. Ensuring that there are regular documentation checks to ensure that any delegated health and safety tasks are delivered in an effective manner.
- m. Ensuring that any deficiencies or issues encountered locally in health and safety arrangements are reported back to the Head of Resources.

Responsibilities of all staff

All staff must:

- a. Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- b. Co-operate with the Principle Health and Safety Officer and Contact generally to enable compliance with health and safety duties and requirements
- c. Comply with any health and safety instructions and rules, including on the safe use of equipment.
- d. Keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions.
- e. Keep the workplace tidy and hazard
- f. Report all health and safety concerns to the Principle Health and Safety Officer promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem and
- g. Co-operate in Contact's investigation of any incident or accident which has led to injury or which could have led to injury, in Contact's opinion.

Staff responsibilities relating to equipment

All staff must:

- h. Use equipment as directed by any instructions given by management or contained in any written operating manual or instructions for use and any relevant training.
- i. Report any faults with, damage to or concern about any equipment (including health and safety equipment) or its use to the Principle Health and Safety Officer, who is responsible for maintenance and safety of equipment.
- j. Ensure that health and safety equipment is not interfered with; and
- k. Not attempt to repair equipment unless suitably trained and authorised.

Staff responsibilities relating to accidents and first aid

All staff must:

- l. Promptly report any accidents at work involving personal injury, however trivial, to the Principal Health and Safety Officer so that details can be recorded in the Accident book and cooperate in any associated investigations.
- m. Familiarise themselves with the details of first aid facilities and trained first aiders, which are to be displayed in Kitchen areas.
- n. If an incident occurs, contact one of the on duty first aiders, giving name, location, and brief details of the problem.
- o. The Principal Health and Safety Officer is responsible for investigating any injuries or work-related disease, preparing, and keeping accident records and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) where required,
- p. First aiders for City Road of are:
 - Jill Davies
 - Karin Beeler
 - Louise Munden

First aid kits can be found in the Kitchen areas on first and second floor of City Rd office

Staff responsibilities relating to national health alerts

If an epidemic or pandemic alert is issued, all staff must comply and co- operate with all instructions arrangements and advice issued by Contact to the organisation of business operations and steps to be taken by staff to minimise the risk of infection. Any questions should be referred to the Principal Health and Safety Officer.

In response to recent government guidelines the company have made the following changes

Covid-19 See Appendix 21 for details

Staff responsibilities relating to emergency evacuation and fire at City Rd

City Rd office is now managed by Colliers on behalf of the new building owners. We will therefore All staff must:

- a. Familiarise themselves with the instructions about what to do if there is a fire which at City Rd is displayed on the Fire action notices by call points at exits.

- b. Ensure they are aware of the location of fire extinguishers; fire exits and alternative ways of leaving the building in an emergency. The location of fire extinguishers at City Rd is as follows:
- Basement: 1x 9 Ltr Water, 3 x 3 Ltr Water, 2 x 2 Kg CO² Extinguishers
 - Ground Floor 5 x 3 Ltr Water, 2 x 2 Kg CO² Extinguishers
 - First Floor 3 x 3 Ltr Water, 1 x 2 Kg CO² Extinguishers
 - Second Floor 3 x 3 Ltr Water, 1 x 2 Kg CO² Extinguishers
 - Third Floor 2 x 3 Ltr Water, 2 x 2 Kg CO² Extinguishers
- c. Comply with the instructions of fire wardens if there is a fire, suspected fire or fire alarm (or a practise drill for any of those scenarios). City Rd Fire Wardens are:
- Alba Barbati
 - Rachel Gibson
 - Alex Pook
- d. Co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same), fire drills will be held at least once every 6 months.
- e. Ensure that fire exits, or fire notices or emergency exit signs are not obstructed or hidden at any time
- f. Notify the Principal Health and Safety Officer immediately of any circumstance (for example, impaired mobility) which might hinder or delay evacuation in a fire. This will allow the Principal Health and Safety Officer to discuss a personal evacuation plan for you (PEEP), which will be shared with the fire wardens and colleagues working near to you.
- g. On discovering a fire, all staff must:
- h. Immediately trigger the nearest fire alarm and if time permits, call 999 and notify the location of the fire; and
- i. Attempt to tackle the fire ONLY if they have been trained or otherwise feel competent to do so. Nominated members of staff will be trained in the use of extinguishers.
- j. On hearing the fire alarm, all staff must:
- k. Remain calm and immediately evacuate the building, walking quickly without running, follow any instructions of the fire wardens.
- l. Leave without stopping to collect personal belongings.

- m. For City Rd, make way to emergency muster point Corner of City road and Shepherdess Walk road unless otherwise informed by Fire wardens or emergency services
- n. Remain out of the building until notified by a fire warden that it is safe to re-enter. After being given all clear from emergency services
- o. Fire wardens for City Road site are:
 - Alba Barbati
 - Rachel Gibson
 - Alex Pook

The Principal Health and Safety Officer is responsible for ensuring fire risk assessments take place and changes made where required, and for making sure that there are regular checks of fire extinguishers, fire alarms, escape routes, signage, and emergency lighting.

Risk assessments, Hazardous substances, Screen equipment and Manual handling

- a. Risk assessments are simply a careful examination of what in the workplace could cause harm to people, Contact will assess any risks and consider measures to best minimise any risk. Contact will carry out general workplace risk assessments when required or as reasonably requested by staff.
- b. Managers must ensure that any necessary risk assessments take place and the resulting recommendations are implemented. The Principal Health and Safety Officer is responsible for workplace risk assessments and any measures to control risk.
- c. All staff who use a computer for prolonged periods of time should try, where possible to organise short breaks every few hours away from the computer screen. All staff should complete the online moodle workstation assessment (DSE module).
- d. Staff may also request a workstation assessment by Contact's nominated qualified DSE assessor and can also request an eye test voucher from HR.
- e. Guidance on Manual handling (for example, lifting and carrying heavy objects) can be obtained from the Principle Health and Safety Officer and where necessary training will be provided by Contact.

Non-Compliance with health and safety rules

- a. Any breach of health and safety rules or failures to comply with this [policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with Contact's disciplinary policy, up to and including Immediate dismissal.

SPECIFIC ARRANGEMENTS ATTACHED APPENDIX

1. Electrical Safety
2. Occupational Health
3. Training
4. Welfare / Working Environment
5. Asbestos
6. Cleaning
7. Control of Contractors
8. Office Equipment
9. Hazardous Substances
10. Legionella
11. Lone Working
12. New and Expectant Mothers
13. Substance and Alcohol Use / Abuse
14. Stress in the Workplace
15. Violence
16. Visitors
17. Building Services and Premises
18. Slips, Trips and Falls
19. Covid- 19

APPENDIX 1 ELECTRICAL SAFETY

We recognise that we have a legal duty to control the use of electrical equipment in our offices; this equipment includes the main supply and any portable equipment. We must identify the nature of the tasks involved and areas within the facility that may pose a significant risk of harm. This will enable us to combat the situations that may arise. We have control measures in place to regularly check all electrical equipment.

The measures will include:

- Ensuring that all electrical installations and wiring conform to the established legal standards. (For example, Hard wire testing every 5 years).
- Ensuring that all electrical supply isolation cabinets / circuit breakers are adequately controlled and access to the circuits restricted to the key personnel with the relevant competency.
- Ensuring that those involved in maintenance and testing or modifications to the supply have reached the necessary competency level.
- Ensuring that all suitable and sufficient control measures are put into place when required.

Ensuring that all portable and transportable appliances are adequately maintained, routinely tested and records are kept for this

APPENDIX 2 OCCUPATIONAL HEALTH

It is the policy of the Company to provide Occupational Health Services. Managers should contact HR should they wish to refer a member of staff to Occupational Health Services. All staff can self-refer to Contact's EAP provider, Health Assured for counselling and legal advice services.

APPENDIX 3 TRAINING

We recognise the benefits of training within our organisation and the legal requirement to provide information, instruction, and training.

- Identifying the tasks for which training must be provided to ensure that our employees achieve the necessary level of competence to carry them out.
- The provision of training in the use and / or maintenance of equipment and machinery.
- Ensuring that the training provided is suitable and sufficient and carried out by competent persons. In some cases, this requires approved certification.
- Online H & S training (via Moodle) is required to be completed by all new members of staff, and the induction process includes a Health and Safety induction with the Principle Health & Safety Officer.
- Setting in place training as identified as control measures through the risk assessment process.

APPENDIX 4 WELFARE / WORKING ENVIRONMENT

We recognise our duty to provide a healthy working environment and suitable welfare facilities. These will include the provision of an adequately ventilated, well-lit workplaces as well as sanitary conveniences and washing facilities. We have the facility to instigate control measures.

These measures will include:

- Ensuring an assessment is undertaken of the general workplace conditions.
- Ensuring the workplace is adequately ventilated and temperature controlled where possible.
- Ensuring that the workplace lighting meets a satisfactory standard.
- Ensuring good housekeeping standards are maintained and waste is cleared on a regular basis so as not to give rise to blocked access routes and possible slips, trips and falls etc.
- Ensuring that adequate sanitary conveniences, washing and changing facilities are provided as appropriate.

APPENDIX 5 ASBESTOS

We recognise we have a legal obligation to deal with asbestos in our facility due to inherent dangers involved. We realise we must identify areas within the facility that may contain asbestos so that we can prevent any inadvertent contact with the substance. We have the facility to instigate control measures.

The measures will include:

- Identification of asbestos in the workplace.
- Assessing the risks involved.
- Removing asbestos if necessary.
- Establishing control measures.
- Training on control measures.

APPENDIX 6 CLEANING

We have some particular issues to consider as regards the cleaning requirements in our facility. This is due to the inherent dangers involved whilst carrying out cleaning operations. These include the use of chemicals that can cause harm to persons. We have the facility to instigate control measures.

Contact uses third party cleaners and will seek evidence from the cleaning services provider that they are meeting their health & safety responsibilities with regard to their staff.

APPENDIX 7 CONTROL OF CONTRACTORS

We recognise we have a legal duty to control contractors who carry out tasks in our facility. We must identify the nature of the tasks involved and areas within the facility that may pose a significant risk of harm. This will enable us to combat the situations that may arise. We have the facility to instigate control measures.

The measures will include:

- Ensuring that the contractor undertakes a risk assessment of the task to be done.
- Ensuring the contractor develops a method statement that meets our requirements.
- Ensuring that all maintenance work is carried out by suitably qualified and / or competent persons (contractors).
- Ensuring that contractors used to carry out work are suitably trained / qualified / competent to use the equipment that is required to carry out the work.
- Ensuring that all equipment provided and used by contractors is suitable for that use and is properly maintained.

APPENDIX 8 OFFICE EQUIPMENT

Offices have several items of electrical and mechanical equipment within it (e.g. printers, photo copiers, laminators and desk fans). We recognise due to the hazards associated with these items that there is a requirement to control the use of this equipment. We realise our duty and must comply with the legislative requirements that apply to issues such as condition monitoring and training. We have the facility to instigate control measures.

The measures will include:

- Ensuring that this equipment is only used by authorised personnel and is appropriate to the work being carried out.
- Maintaining the equipment so that its original design integrity is maintained.
- Ensuring that faulty or defective equipment are taken out of use and any repairs are undertaken by a competent person.
- Assessing the risks involved and the control measures that need to be put into place.
- Training on the use of the equipment and personal protective equipment and other safety measures.

APPENDIX 9 HAZARDOUS SUBSTANCES

Contact's business does not normally require contact with the use and storage of hazardous substances. However, should an occasion arise where there is a need to do so, we recognise our duty to control the storage, handling and use of these substances. They may be purchased as a hazardous substance, produced as a result of our activities, or exist in the form of microbiological hazards. Should these situations arise, we would instigate appropriate control measures.

APPENDIX 10 LEGIONELLA

Due to the nature of our business we recognise we have a risk of contact with the Legionella bacteria. Strict control measures are instigated to remove or reduce the risk to the lowest level possible. Situations arise whereby the storage of water and the use of water misting systems are in operation and we introduce a monitoring programme. When this situation arises, we instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place.
- Setting into place the control measures identified in the risk assessments to either remove or control the risks.
- If necessary, installing a Monitoring and Water Sample Testing Programme as required, enabling us to detect any presence of the Legionella bacteria.
- If necessary, ensuring the water system is designed and installed so as not to give rise to situations that may create system dead ends thus allowing water to lie dormant.
- If necessary, introducing disinfection and cleaning regimes to ensure sprayheads are dealt with.
- If necessary, issuing appropriate safety equipment to the personnel involved.
- If necessary, training on the use of personal protective equipment and other safety measures.

APPENDIX 11 LONE WORKING

Due to the nature of our business, situations may arise whereby employees may occasionally work alone. Where possible we discourage this practice, but sometimes this becomes unavoidable. When this situation arises, we instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place.
- Establishing emergency contact procedures and making use of technological solutions.

- Ensuring that regular contact is made with the lone worker.
- Implementing the control measures.
- Ensuring that safe working practices are produced and implemented.

APPENDIX 12 NEW AND EXPECTANT MOTHERS

We recognise our legal duty to undertake a specific individual assessment of the tasks undertaken by new and expectant mothers, so as not to expose them to hazards that may cause harm. When this situation arises, we instigate control measures.

The measures will include:

- Assessing the risks involved and introducing control measures that arise from the assessment.
- Implementing and monitoring the control measures.
- Providing adequate facility for rest during the pregnancy.
- Monitoring the employee through the development of the pregnancy.

Providing adequate facilities for new nursing mothers

APPENDIX 13 SUBSTANCE AND ALCOHOL USE / ABUSE

We recognise the health and safety implications posed by employees that may be involved with substance and alcohol use and abuse. We have a low tolerance policy towards employees that are involved in these activities, but also realise our duty to assist those that have a genuine problem. When this situation arises we instigate the following procedures.

These procedures will include:

- Identifying those affected.
- Identifying the use / abuse problem.

- Referral to Occupational Health or EAP
- Deciding whether to invoke disciplinary procedures.

We will ensure that adequate supervision is provided so as to monitor the actions of those affected

APPENDIX 14 STRESS IN THE WORKPLACE

Due to the nature of our business, it is foreseeable that situations may arise whereby workplace stress poses a significant health risk. We recognise our legal duty to ensure we control situations that are likely to heighten the risk of damaging levels of stress occurring. When this situation arises, we instigate control measures.

The measures will include:

- Assessing the risks involved through Manager or HR carrying out a stress risk assessment to identify the control measures that need to be put into place
- Implementing and monitoring the control measures that have been identified.

APPENDIX 15 VIOLENCE

Due to the nature of our business, it is foreseeable that situations may rarely arise whereby employees are exposed to a significant risk of abuse and violence. We recognise our legal duty to ensure we control situations that are likely to increase the risk of violence towards our employees. When this situation arises, we instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place.
- Ensuring we provide adequate information, instruction and training to enable those that come into contact with the situations to deal with them.

APPENDIX 16 VISITORS

Due to the nature of our business and the inherent dangers involved we realise our duty to control access to our facilities by visitors. We have the facility to instigate control measures.

The measures will include:

- Assessing the risks involved and introduced by visitors and the control measures that need to be put into place.
- Implementing and monitoring the control measures.
- Ensuring that all visitors are made aware of the safety and emergency rules that are relevant to them. Ensuring that visitors are supervised at all times and are not allowed to wander around the premises by themselves.

APPENDIX 17 BUILDING SERVICES AND PREMISES

Our office premises are Landlord managed. However, we recognise our duty to ensure that the services provided for use within our facility and the structural integrity and decor of our premises meet the legal standards and they are correctly installed and adequately maintained. We only use competent persons to install and maintain these facilities.

To ensure we maintain control of these services we instigate control measures. The measures will include:

- Identifying all the sources of supply.
- Ensuring that the supplies can be safely isolated and that procedures are in place to deal with emergency situations.
- Assessing the risks involved and the control measures that need to be put into place.
- Liaising with the contractor / worker involved.
- Ensuring that safe working practices are developed and implemented, this will require contractors to provide adequate method statements.
- Provision of information to all persons who might be affected by the work.

APPENDIX 18 SLIPS, TRIPS AND FALLS

We recognise our duty to ensure that the premises are maintained to an acceptable standard. This will involve good housekeeping and organisation. This is to ensure that situations do not arise that may cause slips, trips and falls on our premises. To ensure we maintain control of our premises we instigate control measures.

The measures will include:

- Ensuring we monitor the premises and identify any actions necessary.
- Assessing the risks involved and the control measures that need to be put into place.
- Ensuring that safe working practices are developed and implemented.
- Providing information, instruction and training to all persons who might be affected within the facility.
- Providing signage to indicate the presence of the hazard.

APPENDIX 19 COVID-19

Contact take health and safety issues seriously and is committed to protecting the health and safety of its staff and all those affected by its business activities and attending its premises. This Policy is intended to help Contact achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are on returning to work after recent Coronavirus 19 lock down

This is a statement of policy only and does not form part of your contract of employment. This Policy may be amended at any time by the employer in its absolute discretion. The Employer will review this policy at regular intervals to ensure that it is achieving its aims effectively.

The following information was put together taking into account guidance and recommendations from HSE and Government guidelines on returning to work whilst remaining safe social distancing.

Assessing risk:

As an employer, We must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus.

Who should go to work? Consider:

- Where and how our work is carried out, consider if there are jobs and tasks that can be changed to reduce the risk.
- Identifying everyone in your business who can work from home – if they can, they should.
- Providing all equipment needed for employees to work safely and effectively at home (for example laptops, mobile phones, video conferencing equipment).
- Keeping in regular contact with people working from home, making sure we discuss their wellbeing and helping them to feel they are still part of the workforce.
- Where it is not possible to work from home, the guidance on social distancing and hygiene (handwashing with soap and water often, for at least 20 seconds) should be followed.
- Only have the minimum number of people needed to carry out work tasks safely

Protecting people who are at higher risk

- Planning for clinically extremely vulnerable (shielding) workers who must not work outside their home.
- Planning for people working at home who have someone shielding in their household.
- Helping workers at increased risk to work from home, either in their current role or an alternative role.
- Where people at increased risk cannot work from home, offering them the safest available roles.
- Planning for people who need to self-isolate.

Getting into and leaving work

- Identify where employees can travel alone in their own transport (or walk, or cycle if it is safe to do so) when getting to and from work whilst still maintaining social distancing.
- Staggering arrival and departure times so people can keep to the 2 metre social distancing rules by not using entry/exit points at the same time.
- Providing handwashing facilities (running water, soap, and paper towels) at entry/exit points.
- People should be able to wash their hands when they get to work.

Work area

Consider how we can organise our work area so that we can keep people to 2 metre's apart, where possible:

- Physically arrange work areas to keep people 2 metres apart.
- Mark areas using floor paint or tape to help people keep to the 2 metre distancing.
- Provide signage to remind people to keep to 2 metre distancing.
- Avoid people working face-to-face, for example by working side-by-side

Where we cannot keep to a 2-metre physical distance, think about:

- Assigning one person per work area.
- Reducing the number of people in the work area.
- Assigning and keeping people to shift teams (sometimes known as a cohort), that is people on the same shift working in the same teams, to limit social interaction with other teams' members.
- Keeping the number of people working less than 2 metres apart to a minimum.
- Using screens to create a physical barrier between people.

We need to think about how to keep the work area clean and prevent transmission by touching contaminated surfaces.

- Decide on how frequently we need to clean the work area, equipment, and vehicles, for example cleaning at the end of each use if equipment is shared between people or between shift changeovers.
- Identify objects and surfaces that are touched regularly and decide how frequently you should clean them.
- Provide hand sanitiser for people getting in and out of vehicles or handling deliveries if they are unable to wash their hands.

Moving around

We need to think about how people travel through work environments:

- Permit only essential trips within buildings, sites, and properties, to maintain social distancing as much as possible.
- Restrict the amount that people rotate between jobs and equipment.
- Reduce the number of people in high traffic areas including lifts, corridors, turnstiles and walkways.

Common areas

We will review the common areas used in our business including kitchen areas, toilets and showers.

Consider:

- Physically moving tables/chairs so they are 2 metres apart.
- Marking areas using floor paint or tape to help people keep to a 2-metre distance.
- Using outside areas for breaks if the locations are suitable and it is safe to do so.

Where we cannot keep a 2-metre physical distance we need to think about how to keep common areas clean and prevent transmission by touching contaminated surfaces.

Think about:

- How frequently we need to clean the common areas of your business.
- Identifying objects and surfaces that are touched regularly and decide how frequently we should clean them.
- Setting clear guidance for the use of kitchen areas, toilets and shower to make sure they are kept clean

Good hygiene

We need to think about:

- Ensuring we you have handwashing facilities that provide running water, soap, and paper towels.
- Providing hand sanitiser in addition to washing facilities.
- Using signs and posters to increase awareness of good handwashing technique.
- Providing regular reminders on avoiding touching your face and to cough/sneeze into tissue and then put into bin if no tissue use your arm.