

Risk Management Policy Covid 19 Version 11 – 22nd October 2021



This policy outlines our approach to protecting our employees from the spread of Covid 19

Government guidance can be found at: <https://www.gov.uk/coronavirus>

Policy Name	Risk Management Policy- Covid-19
Policy Owner	Nigel Wright
Policy Administrators	Compliance
Access Rights	All Staff
Approval Requirement	Board Approval
Version No.	10.0
Effective Date	21 st September 2021
Next Review Rate	21 st November 2021
Retention Requirement	5 Years

Change Record:

Version	Date	Description
11	22 nd October 2021	Amended following meeting with external HR consultant
10	21 st September 2021	Amended to reflect lifting of government restrictions
9	28 th May 2021	Slight amends to previous version
8	29 th April 2021	Changes to reflect more people returning to office and controls in place when working in the office
7	20 th January 2021	Slight amends to previous version

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6	5th January 2021	Changes to reflect restrictions on national lockdown being in place
5	21st October 2020	Amended as 'tier 3' restrictions coming effect
4	(Draft version)	
3	(Draft version)	
2	28th May 2020	Slight amends to previous version
1	22nd May 2020	Guidance finalised as Government restrictions introduce on working in the office



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Risk	Controls Required	Procedures / Actions	Actioned by	Date
Airborne Transmission in the Office	<ul style="list-style-type: none"> <input type="checkbox"/> Workplace must be secure <input type="checkbox"/> Ensure good airflow in office <input type="checkbox"/> Minimise the proximity of employees to each other 	<p>Six monthly service of air conditioning</p> <p>Reinforcement of regular window and door opening: open all available windows and doors to the outside for at least 5 minutes every hour</p> <p>Reinforcement of social distancing</p> <p>Desks that are in use spread out as much in possible in office</p> <p>Only two people at a time in toilets when possible</p> <p>Enforce Kitchen guidelines (see below)</p>	NW	Ongoing
Hand Transmission from Surfaces	<ul style="list-style-type: none"> <input type="checkbox"/> Handwashing facilities with soap and water in place <input type="checkbox"/> Stringent handwashing taking place, including upon arrival, leaving and at regular times during the day <input type="checkbox"/> Extra soap in toilets <input type="checkbox"/> Hand sanitiser next to every door 	<p>Reminders by team leaders to encourage staff to wash hands regularly</p> <p>Hand sanitiser provided to be used to supplement handwashing</p> <p>Ensure that all sanitisers are regularly refilled</p>	NW	20/09/2021



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Airborne Transmission in the Office	<ul style="list-style-type: none"> <input type="checkbox"/> Avoid congestion when staff arrive, leave and take breaks <input type="checkbox"/> Limit face to face meetings <input type="checkbox"/> Ensure all persons adhere to social distancing whilst on our premises 	<p>Reinforce importance of need to maintain 2m distance wherever possible</p> <p>Stagger arrival, departure, break and lunch times</p> <p>Flexi start / leave times to 30 mins earlier or later</p> <p>Encourage staff to use phones / email to contact each other in the office to reduce movement around the office</p> <p>Meetings with external businesses or people to be held virtually where possible and if in person with ventilation, spacing, and masks if possible.</p>	NW and team leaders	20/09/2021



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Airborne and Surface Transmission in Toilets	<ul style="list-style-type: none"> <input type="checkbox"/> Toilets/bathrooms remain under control of building manager pursuant to terms of lease. Liaison with MCR. <input type="checkbox"/> Ensure soap is always available <input type="checkbox"/> Maintain social distancing within small area <input type="checkbox"/> Monitor cleanliness throughout the day 	<p>Limit access to 2 people in the toilets at a time unless impossible.</p> <p>Middle sink not to be used in either men’s or women’s bathrooms</p> <p>Middle cubical not to be used in women’s bathroom</p> <p>Hand sanitiser dispenser to be used when entering and leaving toilets</p> <p>Team leaders to remind staff regularly</p>	NW	20/09/2021



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Workstation Transmissions	<ul style="list-style-type: none"> <input type="checkbox"/> Cleaning before, after and during the working day <input type="checkbox"/> Staff to remain at fixed workstations 	<p>Staff will be allocated a permanent workstation, no hot desks to be used</p> <p>Workstations will have a supply of cleaning wipes for staff to clean before, after and during the day</p>	<p>NW</p> <p>All staff</p>	<p>01/06/20</p> <p>Ongoing</p>



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Kitchen / Recreation Area Transmission	<ul style="list-style-type: none"> <input type="checkbox"/> No overcrowding in the kitchen at lunch or during breaks 	<p>The vending machine setting has been made zero charge to reduce staff making drinks with kettle etc</p> <p>Soap provided for hand washing before and after use and supply of antibacterial wipes provided for touchpad etc</p> <p>Tables spread out in the kitchen to spread employees out as much as possible</p>	NW	05/01/21



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Transmission through Air Conditioning	<input type="checkbox"/> Maintain air conditioning units	Schedules of maintenance have been updated so that the air conditioning units will be maintained with a full service every year and three filter changes at even intervals through the year as per operation manager meeting with air conditioning maintenance team 5 th January 2021, confirmation provided by air conditioning maintenance company by letter dated 11 th January 2021	NW	05/01/21



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Symptomatic Transmission in the Workplace	<ul style="list-style-type: none"> □ If any employees display symptoms, processes need to be in place to ensure possible exposure of colleagues and the public is minimised 	<p>If an employee becomes unwell in the workplace, or in the morning before they attend the office, with Covid 19 symptoms (a new continuous cough, a high temperature, loss or change to sense of smell or taste) they are to inform their team leader, stay at home or go home (if in the office) and follow Government advice on self-isolating.</p> <p>Symptomatic employees to take a lateral flow test as soon as possible. If this is negative, they can return to the office once they are no longer displaying symptoms.</p> <p>If an employee returns a positive lateral flow test, in line with government guidance, they are then to take a PCR test follow government guidance on self-isolating. Employees are to return to the office after the self-isolation period (currently 10 days) provided they have returned a negative lateral flow test and are not displaying any symptoms</p>	All team leaders	20/09/2021



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Asymptomatic Transmission in the Workplace	<ul style="list-style-type: none"> □ Employees may not be displaying symptoms of Covid 19 yet can still transmit the disease, so procedures required to minimise risk of transmission 	<p>Any employee advised to self-isolate by NHS track and trace will do so, and where possible the business will facilitate them with working from home, in line with our Working from Home Policy.</p> <p>Anyone who is double vaccinated and who had their second vaccination more than 6 weeks prior to exposure is no longer required to self-isolate if identified as a close contact of someone who has tested positive for Covid 19.</p> <p>As vaccination and vaccination dates are therefore key to managing the self-isolation requirements, we will ask our employees if they have received the vaccination, and, if so, for the dates of their two doses. No employee is required to give this information.</p> <p>Anyone in the office who is identified by their team leader as a close contact of an employee who has tested positive for Covid 19 and who has not been instructed to self-isolate by NHS track and trace and has not been double vaccinated within the required timeframe will be asked to self-isolate by their team leader and not to return to the office until they have taken a negative lateral flow test and no longer have symptoms.</p>	All team leaders	20/09/2021

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