

Risk Management Policy Covid 19 Version 13 – 9th December 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.	12.0
Effective Date	9 th December 2021
Next Review Rate	9 th February 2021
Retention Requirement	5 Years

Change Record:

Version	Date	Description
12	9th December 2021	Amending following implementation of new ‘Plan B’ Government guidance
11	22nd October 2021	Amended following meeting with external HR consultant
10	21st September 2021	Amended to reflect lifting of government restrictions
9	28th May 2021	Slight amends to previous version



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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
6	5 th January 2021	Changes to reflect restrictions on national lockdown being in place
5	21 st October 2020	Amended as 'tier 3' restrictions coming effect
4	(Draft version)	
3	(Draft version)	
2	28 th May 2020	Slight amends to previous version
1	22 nd 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 <input type="checkbox"/> Working from home where possible 	<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> <p>All employees are to work from home where possible. Where this is not appropriate for their role or their personal circumstances, this is to be clearly recorded by their team leader from 13th December 2021</p>	NW and team leaders	20/09/2021



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Transmission getting to and from the office	<ul style="list-style-type: none"> <input type="checkbox"/> Minimise risk of transmission when commuting to and from the office <input type="checkbox"/> Wear masks on public transport 	<p>Wearing of a face cover is now mandatory by law on public transport and in supermarkets, and in other public facing areas, as of 30th November 2021. Enforcement powers are in place whereby the police can issue fixed penalty notices for not wearing a face covering where required.</p> <p>We will ensure that are employees are aware of their requirement to wear face coverings and that failure to wear face coverings where required could lead to disciplinary action</p> <p>We ensure that our employees comply with the requirements of the building management and will wear a face covering in communal areas, such as reception.</p>	NW	9 th December 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>
Staff working from home from 13 th December require the facilities and support to adequately perform their role	<ul style="list-style-type: none"> <input type="checkbox"/> Keep in touch with staff working from home <input type="checkbox"/> Clinically vulnerable and high-risk staff must work from home <input type="checkbox"/> Mental Health <input type="checkbox"/> Monitor homeworking staff who need to access the office 	<p>Team leaders contact staff weekly where formal conversations take place. This is documented, and is to be stored on the network drive</p> <p>Ensure staff medical details are up to date and assist vulnerable / high-risk to work from home</p> <p>Ensure that all staff who are working from home have sufficient IT equipment and adequate working environment</p>	<p>NW & Team Leaders</p>	<p>Ongoing</p>

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Kitchen / Recreation Area Transmission	<input type="checkbox"/> No overcrowding in the kitchen at lunch or during breaks	The vending machine setting has been made zero charge to reduce staff making drinks with kettle etc Soap provided for hand washing before and after use and supply of antibacterial wipes provided for touchpad etc Tables spread out in the kitchen to spread employees out as much as possible	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"> <input type="checkbox"/> If any employees display symptoms, processes need to be in place to ensure possible exposure of colleagues and the public is minimised <input type="checkbox"/> 	<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"> <input type="checkbox"/> Employees may not be displaying symptoms of Covid 19 yet can still transmit the disease, so procedures required to minimise risk of transmission <input type="checkbox"/> If employees are instructed to Self- Isolate by NHS Track and Trace app <input type="checkbox"/> 	<p>Anyone who has any symptoms of Coronavirus should stay at home and take a PCR test</p> <p>If any employee is instructed to self-isolate by the NHS Track and Trace app as a result of close contact with someone who has tested positive for the Omicron variant, the employee is to follow the instructions in the app and self-isolate even if they are fully vaccinated</p> <p>Anyone who is fully vaccinated and who had their second vaccination more than 6 weeks prior to exposure, or is unable to get the vaccination for medical reasons, is no longer required to self-isolate if identified as a close contact of someone who has tested positive for Covid 19 provided the exposure is NOT to the Omicron variant.</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 but anyone who would otherwise need to isolate will have to satisfy us that they don't need to isolate.</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</p>	All team leaders	20/09/2021



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		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.		