COVID-19

SAFE WORKING POLICY

Milltech Training Ltd

REVISION: 08 MARCH 2021

1. REVISION HISTORY

Page	Issue	Revision History	Date	Approved By	Position
All	01	Initial Issue	04/01/2021		Managing Director
All	01	Initial Issue	04/01/2021		Quality & Compliance
All	02	Policy Review	04/01/2021		Managing Director
All	02	Policy Review	04/01/2021		Quality & Compliance

The health and wellbeing of our volunteers, visitors, students, associates, contractors, and others that may be affected by our operations is of the upmost importance to us, whether they are working within our workplace, at home or if appropriate at our client's workplace.

Since the COVID-19 Pandemic started, we have made immediate changes to the premises to ensure everyone is protected from ill health.

Given that the Coronavirus Covid-19 pandemic is still ongoing we will carry out a risk assessment and take all reasonable steps to ensure that we are protecting our workforce and minimising the risk of exposure to and spread of the Coronavirus infection.

We will ensure that we have arrangements in place to ensure social distancing, cleaning and personal hygiene. Any person who falls in the 'high risk' category for infection will continue to shield until such time as the government guidance indicates it is safe to return to work.

This Safe Working Policy does not supersede any legal obligations relating to health and safety, employment, or equality, and it is important that the company continue to comply with all existing obligations including those relating to individuals with protected characteristics.

The COVID-19 pandemic has presented exceptional circumstances and we will always continue to comply with the latest Government advice on Coronavirus in the process of continuing to work for the community.

Key documents supporting this policy:

- COVID 19 Risk Assessment
- Employee – Pre-attendance Checklist

STAY SAFE EVERYONE

Signed: Date: 8th March 2021

Mark Clelland
Managing Director

We will monitor the national and local alert level. National or local government advice will be followed.

The appropriate response shall be communicated and taken quickly if there are any changes.

If deemed necessary by government, all persons will revert to lockdown if there is a spike in Covid 19 cases.

Coronavirus alert levels in England

From Saturday 1st August, the guidance will be relaxed so clinically extremely vulnerable people will no longer be advised to shield.

Any employee considered high-risk should shield from home only until this time when it is safer to return to work.

High risk persons are identified by our employee Pre-attendance Checklist which takes account of the definition of vulnerable persons as defined by the government and the NHS.

Home working arrangements will continue wherever possible.

All persons on site (and visitors if appropriate) are required to complete the Pre-Attendance Checklist and must disclose if they or anyone they lived with have experienced symptoms and should not come into the workplace or as part of the track and trace program. They must follow the Government's rules and self-isolate immediately. Home working arrangements will be made if possible and appropriate to continue any work.

We will monitor the wellbeing of all volunteers and anyone continuing to work from home and keep regular contact with them. Please read and follow all controls stated within the COVID-19 Risk Assessment, this Policy and the Staff Briefing.

Note. Please raise any concerns you have at any time so that they may be discussed and resolved

We aim to implement social distancing measures throughout the premises, this includes maintaining 2 metre separation as much as possible from others.

Due to the nature of the building, there will be limited occupation numbers in small meeting rooms, to ensure distance is maintained.

Where social distancing guidelines cannot be followed in full, we will assess whether the activity needs to continue for the business to operate, and if so, take the mitigating actions to reduce risk of transmission.

Government Guidance on social distancing measures will be relaxed with various establishments reopening. We must ensure everyone adheres to measures to prevent a 'spike' of cases which could mean a future nationwide or local lockdown.

Guidance has also set out that where it is not possible to stay two metres apart, guidance will allow people to keep a social distance of 'one metre plus'.

This means staying one metre apart, plus mitigations which reduce the risk of transmission.

Key areas of concern

Moving around site

- Discouraging non-essential trips within buildings.
- Signage to remind all persons to keep 2 metres apart.
- Be courteous around stairs and narrow hallways.
- A one-way system has been implemented for the health clinic

Food Bins

People dropping off food donations should be welcomed but kept at a safe distance. Food bins should be placed in an accessible location (outside if possible) or collected by a volunteer.

Lift

The lift should only be used when absolutely necessary and with one person at a time, unless accompanied by a carer. Please refrain from using the lift unless absolutely necessary. Users should wear appropriate PPE to protect others when using the lift.

Lift controls should be cleaned at the start and end of the day.

Meeting Rooms

Meeting rooms are generally small and do not allow for social distancing. There should be enough space to allow one-to-one meetings however it must be up to the user of that room to ensure face to face meetings are minimised and there are adequate hygiene measures.

Group Activities and Classes

Group activities and classes should be individually assessed on the meeting and the room available for the activity. The users should make some judgment on the numbers available to ensure social distancing and the provision of hygiene.

Computer Facilities

Social distancing arrangements have been introduced in computer rooms. There should be adequate space for people to use the facilities.

2 Metre Distance

Washing hands with an alcohol-based hand rub or soap and water will kill micro-organisms including Covid-19, that may be on your hands.

To maintain high level of hygiene in the workplace:

- Soap and fresh water are readily available in the toilets and kitchens.
- Hand sanitiser is readily available in addition and where hand washing facilities are unavailable.
- Hand washing facilities to be regularly cleaned and check soap and sanitiser levels are topped up.
- Rubbish bins for waste with regular removal and disposal.

Good hygiene practices to be followed such as:

- Good respiratory hygiene regarding tissue use.
- Cough and sneeze into crook of elbow not your hands.
- Wash hands for at least 20 seconds.

You must wash your hands when:

- you get to work or arrive home
- after blowing your nose, cough or sneeze
- before you eat or handle food

To make sure the workplace is clean, and cleanliness is maintained we will ensure the following measures are implemented:

- Regular cleaning common contact surfaces such as from touch points like door handles, ICT equipment, lift controls, kitchen appliances etc.
- Frequently cleaning work areas and equipment between uses.
- Frequently cleaning objects and surfaces that are touched regularly.
- Ensuring that rubbish is being removed from working area and site regularly.
- Using signs and posters to build awareness of cleanliness and hygiene.
- Cleaning procedures for the parts of shared equipment you touch i.e. work equipment.

- Introduce enhanced cleaning of all facilities regularly at the start and end of shifts.

Cleaning is very important and therefore a common theme throughout this Policy.

Waste needs to be controlled if you fall ill at work. Touch points, equipment and surface will have to be cleaned on top of quarantine waste. Steps to take are;

1. Waste should be put in a plastic rubbish bag and tied when full.

2. The plastic bag should then be placed in a second bin bag and tied.

3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. Do not put the waste in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.

Steps to take when results are known;

• Negative test - this can be put in with the normal waste

• Positive test - store it for at least 72 hours and put in with the normal waste

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

We will control all common areas and welfare facilities in order to prevent cross contamination and spread of Covid-19.

- Restrict the number of people using rooms to allow for a 2 metre distance.
- Maintain 2 metre separation at all time.
- Ensure that surfaces are wiped down between uses.
- Wash hands before and after using the facilities.
- Where possible, provide paper towels as an alternative to hand dryers in handwashing facilities.

- Provide sufficient bins for hand towels and ensure they are emptied regularly.
- Use safe outside areas or vehicles for breaks if possible.

For kitchen equipment such as kettles and microwaves

- Ensure that all door handles, kettles, microwaves, and toasters are cleaned after every use – where this is not possible, remove them from site.
- Bring pre-prepared meals and thermoses wherever possible.
- Maintain 2 metre separation at all time.
- Encourage staff to stay on site during working hours including break times

In the computer work areas, we can afford plenty of space, however when social distancing cannot be achieved then we will;

- Review layouts or processes to allow people to work further apart from each other
- Review the organisation of work, split staff into teams or shift groups to reduce the number of contacts each worker has.
- Where this is not possible, we will arrange people to work side-by-side or facing away from each other.

- Clean workstations such as frequent touch points and keyboards/ screens and mouse's, at the start and end of shifts.

Minimise sharing of work equipment

Dedicated equipment per person where possible but where equipment is shared it should be cleaned and sanitised before and after use.

Gloves and masks should also be worn if the work is below 2 metres.

Wherever possible everyone should travel to site alone using their own transport.

We will consider the follow measures where practicable:

- Parking arrangements for additional cars and bicycles.
- Other means of transport to avoid public transport e.g. cycling.
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available.
- How someone taken ill would get home.
- Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.
- Minimise non-essential travel.

Where one person per vehicle travel is not possible, we will consider;

- Using fixed travel partners.
- Increase ventilation in vehicle, i.e. keep windows open.

Public Transport

You can help control coronavirus and travel safely by:

- Working from home where possible
- Shopping locally and less often
- Considering all other forms of transport, such as cycling and walking, before using public transport
- Avoiding the busiest times and routes
- Keeping your distance when your travel, where possible
- Washing or sanitising your hands regularly
- By wearing a face covering

Driving to other premises should be made by one individual if possible.

When this is not possible then a shared vehicle must be used. Controls to think about are;

- Using a fixed pairing system if workers have to be in close proximity, for example in a vehicle.

- Individuals must adhere to a safe distance and use the seats furthest apart and face away from each other.

    i.e. Driver and back seat passenger.

- Making sure vehicles are well-ventilated to increase the flow of air, for example, by opening a window.

- Ensure regular cleaning of vehicles, in particular between different users.

- The vehicle should be cleaned and sanitised on entry and exit. A disposal bag can be used to collect waste and disposed of accordingly.

You should:

- Work out the maximum number of customers that can reasonably follow social distancing guidelines (where they can stay 2 metres apart from other customers or 1 metre with risk mitigation where 2 metres is not viable)

- Inform customers and visitors of guidance about visiting the premises before they arrive (for example, by providing information on your website, booking forms, or over the phone)

- Use signs and provide clear information to your customers and visitors when they arrive

- Encourage customers to use hand sanitiser or handwashing facilities when they enter the premises

- Remind customers accompanied by children that they are responsible for supervising them at all times

- Adjust indoor and outdoor seating and tables to maintain social distancing guidelines for meetings, classes and group work.

- Provide bike-racks, where possible, to help customers avoid using public transport.

- Reduce the need for customers to queue, but where this is unavoidable, discourage customers from queueing indoors and use outside spaces for queueing where available and safe (for example, using car parks and existing outdoor services areas)

- Manage queues to ensure they do not cause a risk to individuals, other businesses or additional security risks.

- Consider the needs of people's protected characteristics, (such as age or disability when modifying the premise).

- When booking an appointment for a close contact service, ask the client if they can attend on their own where possible.

- Ensure that customers of the same household or support bubble can be seated together indoors.

- Encourage visitors to arrive at their appointment time and not too early or late to avoid congestion.

- Ask visitors screening questions (The staff health checklist can be used for this), before their appointment for close contact services (if they have a new continuous cough, a high temperature, or loss of smell or taste they should reschedule their appointments.

In order to prevent the spread and cross contamination of Covid-19 we will consider the following measures in respect to the handling of packages and deliveries coming to site:

- Minimise person to person contact during deliveries.
- Encourage drivers to stay outside, where this does not compromise their safety and existing safe working practice.

- Enable drivers to access welfare facilities when required, ensuring they comply with house rules.
- Incoming goods should be sanitised before being brought on site. (Where possible).
- Where this is not possible, wear gloves and wash hands afterwards.
- Wash hands immediately after handling delivered goods.
- Where possible and safe, have single workers load or unload vehicles.
- Where possible, use the same pairs of people for loads where more than one person is needed.
- Consider methods to reduce frequency of deliveries.
- Arrange drop off and pick up areas / good communication and minimise person to person interaction where possible.
- Contactless tracking and signing for or remote solution to verify delivery.

Cardboard packaging cannot be sanitised, however, plastic and metal incoming goods can.

If you develop a high temperature or a persistent cough while, you should:

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if you do not have tissues, cough, and sneeze into the crook of their elbow.

Self-Isolation

Anyone who meets any of the following criteria should not come to site:

- Has a high temperature or a new persistent cough - follow the government guidance on self-isolation
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant), if stated by guidance from the government or doctor.
- Is living with someone in self-isolation or a vulnerable person if stated by guidance from the government or doctor.

Emergencies

In an emergency, for example, an accident, fire, or break-in, people do not have to stay 2 metres apart as it would be unsafe.

People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.

All volunteers should continue to use any PPE identified in specific work risk assessments.

Re-usable PPE should be thoroughly cleaned after use and not shared between workers. Single use PPE should be disposed of so that it cannot be reused.

Additional PPE beyond what is usually worn for your work activity is not beneficial, as Covid-19 needs to be managed effectively through social distancing, hygiene and fixed teams/partnering.

We do not encourage the use of extra PPE to protect against Covid-19 outside clinical settings.

However, wearing PPE to reduce Covid-19 will be appropriate in the following circumstances.

- Attending a suspected case of Covid-19.
- First aid incident.
- When in close proximity to others where social distancing is very difficult e.g. helping a visitor

Face coverings may be marginally beneficial as a precautionary measure.

Evidence of the benefits of face covering to protect others is weak, therefore measures outlined in this policy are the most effective controls in minimising the risk of Covid-19.

Face Covering can be used if requested (face covering is not respiratory protective equipment. It is optional and not required by law). When using face covering:

- Ensure hands are washed thoroughly with soap and water
- Avoid touching face or face covering
- Change face covering if it becomes damp
- Wash face covering if material is washable, if not dispose of it carefully in your usual waste.

UK Statistics and Risk Level for COVID-19

https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public#number-of-cases-and-deaths

https://coronavirus.data.gov.uk/#category=utlas&map=rate

Local cases by area or postcode – look up tool:

https://www.bbc.co.uk/news/uk-51768274

Vulnerable Groups & Shielding Advice

https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19

Cleaning

For decontamination cleaning following an incident:
https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings

Signs and Notices

https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf

PPE Advice

https://www.hse.gov.uk/news/using-ppe-at-work-coronavirus.htm

Useful Documents & Other Sources of Information

https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres
https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19

https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm