

# Coronavirus Pandemic policy

## CORONAVIRUS PANDEMIC

### LEGISLATION

- Health and Safety at Work Act
- Coronavirus Act
- Management of Health and Safety at Work Regulations
- Control of Substances Hazardous to Health Regulations
- The Personal Protective Equipment at Work Regulations
- Reporting of Injuries, Diseases and Dangerous Occurrence regulations (RIDDOR)
- Workplace Welfare Regulations
- The Health and Social Care Act

## **POLICY**

All Wales People First will take all reasonable steps to identify circumstances in which employees and others might be exposed to a pandemic and major infectious virus or disease outbreak.

The policy applies to all members of staff including those working within the organisation under contract.

## **RESPONSIBLE PERSON(S)**

The person(s) within the Company responsible for ensuring the implementation and monitoring of this arrangement:

1. The Chief Executive
2. The Business & Finance Manager

## **ARRANGEMENTS**

### **RISK ASSESSMENT**

All Wales People First will assess the risk of returning to work while the COVID-19 outbreak is present and introduce additional steps to manage the risk of contracting the virus. Three key questions will be considered to decide whether it is safe to return to the workplace:

- Is it essential - If employees can continue to work from home, they must continue to do that for the foreseeable future. If they cannot work from home, their role will be examined to establish if their work deemed essential or could the Government's Job

Retention Scheme continue to be used.

- Is it safe to do so – any workplaces will be examined to include enhanced social distancing measures in crowded areas, changes to working hours to reduce risk of exposure, and an increased workplace cleaning and sanitation measures.
- Is the return to work plan mutually agreed – the needs of employees who may be concerned or anxious about returning to work will be considered.

The risk assessment will be reviewed on a regular basis throughout the pandemic and any necessary control measures added or adjusted.

The level of risk to individual employees will be a priority and a number of factors will be monitored including:

- Commuting;
- the work environment;
- the type of work carried out;
- the distance that can be maintained between the employee and any possible source of infection;
- the level of hand cleaning regime in place;
- the level of information provided;
- the effectiveness of existing controls that are in place;
- workers who may be more vulnerable to infection

because of age (70 and over) or an existing health condition.

A '**Staying COVID-19 Secure**' notice will be displayed on our website, which lists the five steps the Government has recommended.

All Wales People First must achieve the following as a minimum, to keep employees safe during the pandemic:

- 1. We have carried out a COVID-19 risk assessment and shared the results with the people who work here. This is called our "Covid Strategy".**
- 2. We have cleaning, handwashing and hygiene procedures in line with guidance, when we meet face to face.**
- 3. We have taken all reasonable steps to help people work from home.**
- 4. We have taken all reasonable steps to maintain a 2m distance when we meet face to face.**
- 5. Where people cannot be 2m apart, we have done everything practical to manage transmission risk.**

We will ensure the Responsible Person(s) for health and safety will sign and date the notice and provide details of local health and safety representatives.

## **CONSULTATION**

We will ensure that at each stage of the return-to-work planning process and the ongoing management of the virus, employees and anyone affected are consulted with and their input and feedback is considered (using covid well-being surveys).

Any changes or adjustments will include:

- Obtaining employee thoughts and ideas about how to change working practices to keep people safe and to ensure those changes are workable.
- Establishing agreed responsibilities to continue to operate the business safely during the outbreak.

## **PREVENTION OR CONTROL OF EXPOSURE**

We will ensure that the exposure of employees to COVID-19 in the workplace is either prevented by or where this is not reasonably practicable, adequately controlled.

The priorities will include:

- Social distancing – this will include additional notices, signage and pedestrian routes.

- Organising the work practices – commuting, shift patterns, start/finish times and reviewing meeting place layouts.
- Cleaning and sanitising – additional, improved and enhanced frequencies for cleaning and sanitising equipment, vehicles and work areas.
- Information and guidance – clear guidance on the new way of working including start times, procedures to be followed if symptomatic or contact with someone who is symptomatic or covid-positive, personal responsibility for hygiene and more regular cleaning of personal work items.
- Wellbeing and support – listening to fears and concerns and supporting vulnerable staff with different approaches to working patterns.

## **MONITORING EXPOSURE**

We will ensure monitoring will be undertaken in the workplace to maintain the new pandemic arrangements that have been introduced. Where employees are at increased risk, additional monitoring such as direct supervision or increased inspection frequencies will be completed.

## **PLANS FOR DEALING WITH ACCIDENTS AND EMERGENCIES**

We will complete a First Aid risk assessment to establish additional precautions needed during the pandemic. First Aiders will be provided with additional training and PPE in line with Government guidance, to assist or treat injured or unwell people whilst at work during the pandemic.

Additional procedures will be established to remove and dispose of waste from treating suspected COVID-19 infected people, in line with government guidelines.

Any exposure to a confirmed case in the workplace will be subject to incident reporting procedures and government guidelines will be followed in terms of test and trace procedures and notifying any individuals who may have been in contact with the case. Any Covid-19 exposures will be investigated appropriately to ensure that the appropriate measures were being followed and to prevent re-occurrence.

A COVID-19 emergency plan will be prepared and communicated to those affected.

## **INFORMATION AND INSTRUCTION AND TRAINING**

Employees who may be exposed to COVID-19 will be provided with sufficient information, instruction and training on a regular basis.

## **RECORDS**

Records will be kept of:

- risk assessments and safe working procedures
- maintenance and inspection of control measures
- monitoring of exposure at the workplace
- health records (where health surveillance is required)
- incident report forms
- incident investigation reports
- information and training provided

## **FURTHER INFORMATION**

For further information please refer to:

- Employee Safety Handbook
- Risk Assessments and Safe Working Procedures
- Health and Safety Guidance.