

# COVID-19 Policy

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Human  
Resources

Health  
& Safety

Training

Environmental

# COVID 19 Policy

## Table of Contents

Policy Statement.....	3
Risk Assessment .....	3
COVID 19 Control measures .....	4
Pandemic Policy .....	4
Homeworking.....	5
Social Distancing.....	5
Handwashing .....	6
Travelling to Work.....	7
Work Activities.....	8
Cleaning and Sanitising of the Workplace .....	8
Welfare Facilities .....	9
PPE.....	9
Canteens & Common Areas.....	10
Toilet Facilities .....	10
Site Access and Egress Points .....	10
Meetings, Briefings and Visitors to site.....	10
Signage.....	11
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations .....	11
Declaration .....	12

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## Policy Statement

The policy sets out the health and safety measures that Best Choice Training will undertake to combat the spread of Covid-19. This policy has been developed in line with current Government guidance as of May 2020.

Best Choice Training understands how important it is to work safely and support our employee's health and wellbeing during the Covid-19 pandemic.

Covid-19 is a highly contagious and potentially deadly virus. It can take up to several days for symptoms to appear, so you may be carrying and spreading the virus, without realising it. To help stop the spread and protect the most vulnerable and our NHS, please read this carefully and adhere to the policies put in place to protect you and your community.

It must be stated that this policy is subject to change as and when Public Health England and the Government issue or amend guidance. Please ensure you are always working to the latest policy version.

## Risk Assessment

As with any risks within the workplace there is a requirement under the Management of Health and Safety at Work Regulations 1999 to assess risks, in relation to Covid-19 Best Choice Training as a minimum will look to:

- Identify what could cause injury or illness (hazards);
- Decide how likely it is that someone could be harmed and how seriously (the risk); and
- Take action to eliminate the hazard, or if this is not possible, control the risk. It should be noted that Best Choice Training cannot completely eliminate Covid-19.

The risk assessment process is no different to normal risk assessment activities and will follow the usual 5 step process:

- Identify the hazards including who may be harmed or become ill;
- Assess the risk;
- Control the risk;
- Record the findings; and
- Review the effectiveness of the controls.

Best Choice Training will consult employees on health and safety. We will listen and talk to you about the work and how we will manage risks from COVID-19.

Results of the Covid-19 risk assessment will be communicated to all staff. We will also display the government sign Staying Covid-19 secure on notices boards across the site.

## COVID 19 Control measures

Best Choice Training have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. With regard to Covid-19 this means working through the following steps in order:

1. Increasing the frequency of handwashing and surface cleaning.
2. Making every reasonable effort to enable working from home as a first option. Where working from home is not possible, Best Choice Training will make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).
3. Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, Best Choice Training will consider whether that activity needs to continue for the business to operate, and, if so, we will take all the mitigating actions possible to reduce the risk of transmission between our staff.
4. If people must work face-to-face for a sustained period with more than a small group of fixed partners, then we will assess whether the activity can safely go ahead.
5. Further mitigating actions include:
  - Increasing the frequency of hand washing and surface cleaning;
  - Keeping the activity time involved as short as possible;
  - Using screens or barriers to separate people from each other;
  - Using back-to-back or side-to-side working (rather than face-to-face) whenever possible;
  - Reducing the number of employees each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others); and
  - If employees must work face-to-face for a sustained period with more than a small group of fixed partners, we will assess whether the activity can safely go ahead.

## Pandemic Policy

To enable overall control of the steps Best Choice Training intend to control working practices throughout this pandemic or any future and will implement a pandemic policy to ensure controls are in place. The policy will set out the following as a minimum but not limited to:

- Screening arrangements;
  - Guidance information;
  - Signs and Symptoms to look out for;
  - Preventing spread of infection;
  - Isolation guidance;
  - Reporting processes for staff; and
  - Return to work processes.
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## Homeworking

Current guidance states that wherever possible employees should be working from home if their role allows them too. In pursuance of this Best Choice Training will implement a Homeworking policy which lays out our duties as employers and covers the expectations of employees whilst working at home. A homeworking risk assessment will also be completed by each employee to ascertain whether there are any issues that will prevent them from undertaking their role safely whilst in the home. The completed assessment should be returned to your line manager.

## Social Distancing

The Government have introduced Social Distancing as a key measure to reduce the risk of spreading the Covid-19. The Health and Safety Executive are in support of the measure and are urging businesses wherever able to organise work and workplaces in a such a way the 2 metre social distancing rule can be applied.

Best Choice Training will implement controls to ensure social distancing measures are in place to protect employees. Where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, Best Choice Training will consider whether that activity needs to continue for the business to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff.

Best Choice Training will ensure that social interaction is limited, and social distancing maintained through the following means:

- Stagger start and finish times;
- Stagger break times;
- Ensure access and egress to the workplace allows for social distancing;
- Where possible look to implement a one-way system around the office;
- Phasing in staff returning to work to make sure social distancing can be implemented in an orderly way;
- Marking out reception area floor to indicate a 2m distance from any reception personnel;
- Using screens in reception areas if 2m distancing cannot be observed;
- Restricting the numbers of persons/staff who can use any lifts;
- Restricting the numbers of staff using kitchen facilities at any one time or temporarily closing the facilities;
- Restricting the numbers of staff using toilet facilities at any one time;
- Putting up signage to remind people about keeping 2m distance and what 2m looks like;
- Re-arranging desks and workstations so that 2m distancing can be observed;
- Using screens between workstations where 2m distancing cannot be observed;
- Using teleconferencing instead of face to face meetings where possible;
- Restricting the numbers of persons in meetings to observe 2m distancing where teleconferencing is not possible;
- Closing any non-essential communal spaces;
- Where social distancing of 2metres can not be maintained consider back to back or side by side working;
- Reduce the number of people each person has contact with by using fixed teams or partnering. (Each person working with fewer people).

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## Handwashing

Washing your hands is an easy yet essential way to stop bacteria and germs from spreading, so all staff must know how to do it properly.

Best Choice Training will communicate to all staff that they should wash their hands with soap and water for 20 seconds or more at the beginning and end of every break, when they arrive at work and before they leave. To help with this, Best Choice Training will consider adding additional pop-up handwashing stations or facilities, providing soap, water and/or hand sanitiser.

### Steps for good handwashing

#### Step 1: Wet Hands

Wet your hands and apply enough liquid soap to create a good lather. The temperature of the water should be between 35°C and 45°C.

#### Step 2: Rub Palms Together

Rub your hands palm to palm in circular motions. Rotate clockwise and anticlockwise.

#### Step 3: Rub the Back of Hands

With your fingers linked through the other hand, use your right palm to rub the back of your left hand. Then swap.

#### Step 4: Interlink Your Fingers

Link your fingers together, facing each other, into clasped hands. Then rub your palms and fingers together.

#### Step 5: Cup Your Fingers

Cup your fingers together, with your right hand over and your left hand under. With your fingers interlocked, rub the backs of them against your palms. Then swap.

#### Step 6: Clean the Thumbs

Enclose your right hand around your left thumb and rub as you rotate it, then swap.

#### Step 7: Rub Palms with Your Fingers

Rub your fingers over your left palm in a circular motion, then swap.

#### Step 8: Thoroughly rinse with warm running water and dry with a clean, disposable paper towel.

#### Step 9: Use a disposable paper towel to turn off the tap.

Paper towels are the most hygienic way to dry your hands, but automatic hand dryers may also be used.

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Where hand dryers have been provided, ensure you do not touch any part of the hand dryer with your clean hands, as you will risk transferring bacteria back onto them. Likewise, you should never use a reusable towel to dry your hands, as they can harbour dangerous levels of bacteria that transfer back onto your hands. Where taps have a push and release or automatic feature, use this as instructed.

## **Travelling to Work**

Best Choice Training will look to maintain social distancing wherever possible, on arrival and departure and will look to ensure handwashing upon arrival.

### **Prior to Coming to Work.**

Stay at home, if...

- You have any symptoms.
- A temperature (over 37.4C)
- A persistent new cough
- You or someone you live with is a vulnerable person or aged over 70
- You or someone you live with has an underlying health condition or a chronic health condition and have been advised by the Government to stay at home
- You or anyone you live with are self-isolating with symptoms

If you fall ill at work...

- Return straight home
- Do not touch anything
- Notify your manager immediately

### **Travelling to / Driving at work**

Where possible, avoid public transport and travel to work alone using your own transport. If you have no option but to share transport:

- Journeys should be shared with the same people every time, with a maximum of two people in a vehicle at any one time.
- Ventilate the vehicle well (i.e. keep the windows open) and face away from each other to reduce the risk of transmission.
- Clean the vehicle regularly using gloves and standard cleaning products, with particular emphasis on handles and other frequently touched surfaces.
- Occupants should wash their hands for at least 20 seconds using soap and water (or hand sanitiser if soap and water are not available), before entering and after getting out of the vehicle.
- We will look to stagger arrival and departure times to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.
- We will provide additional parking or facilities such as bike-racks to help people walk, run, or cycle to work where possible.
- We will look to reduce congestion, for example, by having more entry points to the workplace where possible.
- We will introduce use markings and introducing one-way flow at entry and exit points.
- We will provide handwashing facilities, or hand sanitiser where not possible, at entry and exit points.
- We will look to providing alternatives to touch-based security devices such as keypads.
- We will define process alternatives for entry/exit points where appropriate, for example deactivating pass readers at turnstiles in favour of showing a pass to security personnel at a distance.

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## Work Activities

Best Choice Training will ensure that work is only carried out while maintaining two metres of separation, always.

In line with Government guidelines, where it is not possible to follow the social distancing guidelines in relation to a particular activity, Best Choice Training will consider whether that activity needs to continue for the site / operation to continue to operate, and if so, we will take all the mitigating actions possible to reduce the risk of transmission:

- Avoid skin to skin contact.
- Avoid face to face contact
- Where social distancing of 2metres cannot be maintained consider back to back or side by side working.
- We will look to reduce movement by discouraging non-essential trips within the building. For example, restricting access to some areas, encouraging use of telephones where permitted, and cleaning them between use.
- We look to reduce job rotation and equipment rotation, for example, single tasks for the day.
- We will implement one-way systems where possible on walkways around the workplace.
- We will use signage such as ground markings or being creative with other objects to mark out 2m to allow controlled flows of people moving throughout the site.
- We will look to reduce occupancy of vehicles used for onsite travel, for example, shuttle buses, and when needed, social distancing measures should be followed within the vehicles.
- We will endeavor to separate sites into working zones to keep different groups of workers physically separated as much as practical
- We will look to reduce the number of people in attendance at inductions and consider holding them outdoors wherever possible with social distancing.
- We will look to revise pick-up and drop-off collection points, procedures, signage, and markings.
- We will consider methods to reduce frequency of deliveries, for example by ordering larger quantities less often.

## Cleaning and Sanitising of the Workplace

Best Choice Training will ensure that the premises has been closed or partially operated is clean and ready to restart prior to employees attending for work.

Best Choice Training will establish:

- Frequent cleaning of work areas and equipment between uses.
- Frequent cleaning of objects and surfaces that are touched regularly and make sure there are adequate disposal arrangements.
- Clear workspaces and removing waste and belongings from the work area at the end of the day.
- Sanitising of all hand tools, controls, machinery, and equipment after use.

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## Welfare Facilities

Best Choice Training will establish hygiene practices to protect employees, contractors, and visitors. These will include:

- Providing additional handwashing facilities.
- Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoiding touching the face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.
- Providing regular reminders and signage to maintain hygiene standards.
- Providing hand sanitisers in multiple locations in addition to washrooms.
- Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.
- Enhancing cleaning for busy areas.
- Providing more waste facilities and more frequent rubbish collection.
- Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.

Employees are reminded to:

- Wash your hands properly and often;
- After coughing or sneezing;
- Before and after eating;
- Before and after preparing food;
- If you were in contact with someone with symptoms;
- Before and after using public transport - if you must use it;
- When you arrive or leave site;
- Before having a cigarette or vaping;
- Regular breaks will be provided to wash hands; and
- Hand washing facilities will always be available.

## PPE

Where Best Choice Training is already using PPE in our work activities to protect against non-COVID-19 risks, we will continue to do so.

Additional PPE beyond what is usually worn is not beneficial. This is because COVID-19 is a different type of risk to the risks normally faced in our workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not using PPE.

## Face Coverings

You should aim to wear a face-covering in enclosed spaces where social distancing is not possible. A face covering should cover your mouth and nose while allowing you to breathe comfortably. It can be as simple as a scarf or bandana that ties behind the head.

Note that face coverings of this nature are will not provide protection against workplace health hazards such as hazardous dusts, mineral fibres, or chemical fumes.

- Do not share reusable PPE and clean items between uses.

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- Single use PPE should be fully disposed of so it cannot be reused.

## **Canteens & Common Areas**

- Bring your own pre-prepared meals, stay on site, and avoid using local shops.
- The capacity of canteen or rest areas will be clearly identified at the entrance to comply with social distancing measures.
- Break times will be staggered to reduce congestion and contact at all times.
- Hand cleaning facilities or hand sanitiser will be available and should be used by workers when entering and leaving the area.
- Two metres should be maintained between users, wherever possible - e.g. one person per table.
- Put all rubbish straight in the bins – do not leave for someone else to clear up.
- Clear and clean tables between each use.
- Use safe outdoor areas for breaks.
- Create additional space by using other parts of the workplace freed up by remote working.
- Reconfigure seating and tables to maintain spacing and reduce face-to-face interactions.

## **Toilet Facilities**

- Only one person will use the entire toilet facility at any time.
- Wash or sanitise hands before and after using the toilet facilities.
- There should be enhanced cleaning regimes for toilet facilities are in place, particularly the door handles, locks, and the toilet flush handle.

## **Site Access and Egress Points**

- All non-essential visits to site have been stopped.
- Measures have been introduced by Best Choice Training to reduce congestion and contact at all times.
- Office access and egress points have been planned to enable social distancing – two metres.
- Obey the signage.
- Keep your distance whilst moving around the office (especially at walkways and staircases), to maintain a distance of at least two metres, use areas one at a time.
- Avoid stopping and chatting.

## **Meetings, Briefings and Visitors to site**

The first option for a meeting should be over phone / online / Microsoft Teams.

- Limit the number of visitors at any one time;
- Only hold an in-person meeting if it is absolutely necessary with the necessary participants;
- Try to hold any site meetings outdoors – if this cannot be achieved, maximise the ventilation i.e. open windows and doors;
- Take online to avoid people visiting site;
- Always stay at least two metres distance;
- Keep meeting duration as short as possible;
- Avoid sharing of equipment such as pens;

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- Provide hand sanitizer;
  - Implement floor signage to help people maintain 2m distance;
  - We will determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people; and
  - We will maintain a record of all visitors to site.

Best Choice Training will establish host responsibilities relating to COVID-19, providing any necessary training for people who act as hosts for visitors.

## **Signage**

Best Choice Training will ensure information notices are displayed throughout the premises to maintain social distancing. Best Choice Training will provide signage as follows:

- Signage to inform the public as to the course of business.
- Signage at entrances to the worksite to remind the public and employees to maintain social distancing.
- Signage on rights of way to remind the public and employees to maintain social distancing.

## **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations**

Regarding coronavirus Best Choice Training must make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:

- An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.
- A worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- A worker dies as a result of occupational exposure to coronavirus.

Best Choice Training will comply with the above requirement.

## Declaration

	Yes	No
Have you been in close contact with anyone who is confirmed with having Covid-19 virus?		
Do you live in the same household with someone who has symptoms of Covid-19 who has been in isolation within the last 14 days?		
Do you have any of the following typical Covid-19 symptoms; fever, high temperature, persistent coughing, or breathing difficulties/shortness of breath?		
Have you travelled from another country within the last 14 days?		
If you answered Yes to the previous question, which country/countries have you visited in the last 14 days?		
<b><i>I confirm I am content to work at this workplace and I will abide by the new Covid-19 Policy which have been put in place.</i></b>	Signature:  Date:	



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