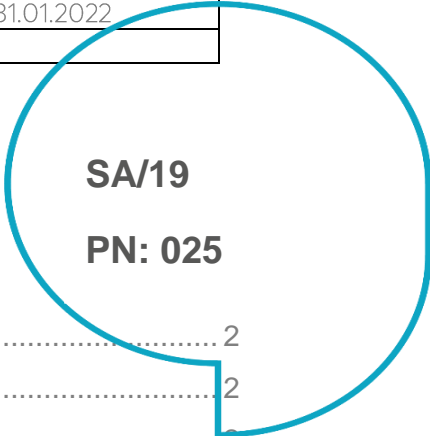


Document Owner: H&S Advisor	Approved by: Safety Team
Review Frequency: Annually	Issue / Review date: 31.01.2022
Reviewed by: M. Lewis	Rev: 3.0



Covid-19 Procedure

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Purpose

This procedure outlines the measures that ateb will take to minimise the risk of transmission of Covid-19 and enable the safety of employees, customers, contractors, visitors, and any other persons who may be affected by ateb's work. It is important to note that although Government restrictions are reviewed regularly, the advice from ateb Group Ltd to employees are for their own and others protection to prevent the transmission of Covid-19.

Scope

This procedure applies to ateb group employees, customers, contractors, visitors, and any other persons who may be affected by ateb's work.

Legislation that applies to this procedure

The Coronavirus Act 2020 (Commencement No. 1) (Wales) Regulations 2020

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013

Definitions

Covid-19 - the virus known as "Wuhan novel coronavirus (2019-nCoV)"

LFT – Lateral Flow Test which is a fast and simple way to test people who do not have symptoms of COVID-19, but who may still be spreading the virus.

PCR - Polymerase Chain Reaction test is used to diagnosis people who are currently infected with SARS-CoV-2, which is the coronavirus that causes COVID-19. The PCR test is the "gold standard" test for diagnosing COVID-19 because it's the most accurate and reliable test.

Self-isolation - Self-isolation is about protecting others and slowing down the spread of COVID-19. It is very important that anyone who has the virus, or might have been exposed to it, limits the number of people they come into contact with. This is the most effective way of preventing the coronavirus from spreading. Follow the [Welsh Government rules on self-isolation](#).

Responsibilities

Chief Executive & Executive Directors

- To ensure funds are available for any required control measures, instruction, and training

Line Managers

- Ensure Covid-19 guidance and risk assessments are followed by all employees
- Assist in the review of Covid-19 risk assessments where necessary
- Assist in implementing adequate controls to reduce the risk of transmission

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- Ensure an incident / near miss report form is completed for covid-19 incidents in their area of responsibility
- Ensure the necessary equipment, resources required are accessible and used, for example PPE, hand cleaning products, RPE
- Refer employees to the occupational health provider via the People's Team where a direct report is assessed as clinically vulnerable or where a direct report has decided not to have the vaccinations offered to determine if any additional controls can be implemented

Facilities Coordinator

- Coordinate the thorough cleaning regimes at offices
- Ensure stocks of cleaning products are maintained
- Ensure Cleaners are adequately instructed, trained, and supervised to carry out their task

Health and Safety Adviser

- Give recommendations to minimise the risk of Covid 19 transmission
- Where concerns are raised, risk assessments are reviewed, and additional controls are implemented if required
- Reporting to Board and EMT on Covid 19 related incidents, accidents and near misses

Procurement Manager

- To communicate any information to contractors and suppliers that may be necessary to follow ateb's procedures and guidelines

Employees

- Ensure compliance with all relevant procedures, risk assessments and supporting guidance including the use of PPE / RPE

Contractors & Suppliers

- Are encouraged to carry out Lateral Flow Testing before working with others or in a public environment when working on behalf of ateb Group
- Report any positive cases of Covid-19 to ateb and determine if reportable under RIDDOR
- To complete a Covid 19 risk assessment for their own business and to make this available to ateb on request

Procedure

Risk Assessment

ateb Group will ensure a comprehensive risk assessment is completed that minimises the risk of transmission of Covid 19 when carrying out its business activities. The risk assessment will be communicated to all ateb group staff and will be regularly reviewed. Weekly meetings will be held, chaired by the Executive Director for Customer that will review any new legislation, regulation or guidance in relation to Covid-19 and agree any required changes to ateb's procedure and guidelines.

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Guidance and risk assessments will consider all work activities and employees will be required to follow ateb's guidance and control measures issued at all times.

The risk assessments will consider a number of control measures that will include:

Home working

In line with Welsh Government guidance where staff are able to carry out their duties working from home this will be encouraged.

Office working

Where office working is necessary a risk assessment will be available for staff and will include as a minimum the following controls.

- Employees who experience symptoms of Covid-19 or tested positive for covid-19 must not work from the office and should remain at home.
- If employees are taken ill whilst at the office, they should be isolated and instructed to return home safely if possible and / or provided with medical attention if required.
- Customers and visitors will be asked to provide their contact details for track and trace purposes, these details will be held for a maximum of 21 days
- All employees will be encouraged to carry out Lateral flow tests, from home, daily before leaving home for work if they are in contact with others regularly and complete regular temperature checks
- When work at the office is necessary, a booking system will be used to book a workstation on the required dates.
- All workstations and meeting room capacity is reduced to enable staff and visitors to adhere to social distancing guidelines
- Face coverings will be required to be worn but can be removed once seated in a well ventilated, social distanced setting
- All offices, workstations and common touch points will be thoroughly cleaned at the end of every day
- Hand washing facilities and hand sanitiser will be available
- Posters and signage will be displayed around the offices to promote guidelines related to controlling the spread of the virus, to include social distancing, washing hands and reminders of the main signs and symptoms of covid-19.
- Where possible, one-way systems will be in place

Vulnerable workers

All employees are encouraged to receive any Covid-19 vaccines and boosters as per Government guidance to prevent serious illness from the virus.

Where employees are considered [clinically extremely vulnerable or have decided not to have the vaccinations](#), they must notify their Line Manager. Line Managers will complete a risk assessment specific to the individual staff member and seek advice on any additional safety measures required from the Occupational Health Provider via the People's Team.

Meetings

- Employees, customers, and visitors will be encouraged to carry out virtual meetings to minimise face to face contact.
- All meetings should be held outdoors wherever possible

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- Where virtual meetings are not possible, employees, customers and visitors will be asked to confirm they have no Covid-19 signs and symptoms nor have they come into contact with a positive case in the last 10 days
- Customers and visitors will be asked to provide their contact details for track and trace purposes, held for a maximum of 21 days
- All meeting areas must be prepared for social distancing measures with adequate ventilation. Where meetings are not facilitated within ateb premises, staff must ensure that the measures put in place are in line with ateb's guidance and risk assessments.

Workplace Testing

Workplace testing of Covid-19 includes testing for Coronavirus via Lateral flow tests. The tests are easy to use and take up to 30 minutes to provide a result.

All workers who come into face-to-face contact with either Customers or other workers are encouraged to carry out the Lateral Flow tests before their visit. Tests should be conducted before work on a daily basis when in regular contact with others or on an ad-hoc basis when in not so regular contact with others, for example, morning of the visit.

Isolation

ateb will expect staff to follow the [Welsh Government rules on self-isolation](#) at all times

If staff have any coronavirus (a high temperature, a new continuous cough or a loss or change of taste or smell), cold or flu like symptoms, they must self-isolate at home and complete an LFT test. They must not go to a GP surgery, pharmacy, or hospital. **Follow the Welsh government guidance for self-isolation periods unless advised by track and trace.**

If you are coming to Wales from abroad i.e, returning from a holiday, you may have to self-isolate when you arrive. There is separate guidance on [how to self-isolate when you travel to Wales](#).

Social distancing

Social and physical distancing measures should be taken to reduce the risk of transmitting COVID-19. It is intended for use in situations where people are working indoors (such as customer homes and communal areas), outdoors in busy places, and/or mixing with other people you don't usually mix with (such as site offices). Social distancing means keeping a distance between yourself and other people. This helps reduce the transmission of COVID-19. In Wales the distance for social distancing is generally set at 2 metres.

Hand Washing

Hand washing is one of the many barriers to prevent the transmission of the Covid-19 virus.

ateb will:

- Encourage workers to wash hands regularly for 20 seconds with soap and water as per the Government advice and provide drying facilities or hand sanitiser where hand washing facilities is not possible

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- Provide handwashing facilities with running water, soap and paper towels or hand dryers
- Provide hand sanitiser at locations in addition to washrooms, such as sanitising stations, at the tops and bottom of staircases, entrances / exit points to buildings etc
- Provide Information on [how to wash your hands](#) is available from NHS.UK

Cleaning

Coronavirus can transfer from people to surfaces. It can be passed on to others who touch the same surfaces. A thorough cleaning regime of all common touch points, surface areas and workstations is put in place at ateb premises. Workers must also ensure they clean their workstations & vehicles at the start and end of its daily use to reduce contamination and keep surfaces clear so that cleaning can be carried out more effectively.

Cleaning products must meet UK regulatory requirements and used in line with the manufacturer's recommendations. All products must have a SDS (Safety Data Sheet) and COSHH assessment carried out along with instruction and information to those using the products as well as the adequate PPE provided to carry out the task.

If someone has become ill while present at ateb premises, they must be isolated away from others until they can reach home and the isolation room thoroughly cleaned.

Ventilation

The law says employers must make sure there's an adequate supply of fresh air (ventilation) in enclosed areas of the workplace. Adequate ventilation reduces how much virus is in the air. It helps reduce the risk from aerosol transmission. Aerosol transmission can happen when someone breathes in small particles in the air (aerosols) after a person with the virus has been in the same enclosed area.

The risk from aerosols is greater in areas that are poorly ventilated. Improved ventilation can be achieved by:

- natural ventilation - fresh air comes in through open windows, doors (do not prop open fire doors) or air vents. This is also known as 'passive airflow', or
- mechanical ventilation - fans and ducts bring in fresh air from outside

ateb will:

- identify poorly ventilated areas
- decide on the steps to be taken to improve ventilation
- assess the risk from breathing in small particles of the virus (aerosol transmission) in enclosed areas

Desk or ceiling fans must not be used in poorly ventilated areas.

PPE / RPE & Face Coverings

Face coverings are mainly intended to protect others and not the wearer. When used correctly they cover the nose and mouth, which are the main sources of transmitting coronavirus (COVID-19).

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Face coverings are not classed as personal protective equipment (PPE) because:

- there is no need to conform to a manufacturing standard
- they do not provide protection for work risks such as dust and spray

Surgical face masks are designed to be worn in medical settings to limit the spread of infection. Unlike face coverings:

- they are manufactured to a recognised standard
- some types are resistant to droplets of fluids and splashes

ateb has developed Covid-19 PPE guidance for further information on wearing of PPE for the setting a staff member is working.

Information is to be given to workers on donning and doffing PPE, additional guidance can be found [here](#).

Vehicles & Drivers

Where possible persons should not share vehicles or cabs, where suitable distancing cannot be maintained, or alternative mitigations cannot be achieved for example wearing of face coverings and adequate ventilation. Ensure regular cleaning of vehicles. Ensure adequate ventilation in vehicles.

Shared equipment

Where possible equipment such as tools, ipads and workstations will be used only by one person. Where this is not possible, cleaning materials will be provided and must be used between each change of user.

Mental Wellbeing

Regular meetings, whether team meetings or one to one's to be conducted to consider mental wellbeing of employees.

Mental health training is given to all employees.

If you have concerns for your or another person's mental wellbeing, contact your Line Manager. Line Managers will offer any support they can and / or seek advice from the Occupational Health Provider if necessary

Review

Annual Review or in line with legislation changes

Related Documents or Supported Guidance

Covid-19 Workplace testing procedure

Covid 19 ateb group Risk Assessment

Covid 19 PPE Guidance

Covid-19 Guidance (crib sheet)

Covid-19 vaccination guidance for Managers

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Covid-19 vaccination guidance for staff

Welsh Government guidance

Covid-19 return to work guidance & risk assessment