SCH Covid-19 Secure Workplace Declaration

Introduction

We want to ensure that all our workplaces, service delivery arrangements and operations we undertake are Covid-19 secure. We have, therefore, developed a framework, starting with this declaration, that demonstrates our commitment to implementing measures that make our workplaces and working practices Covid-19 secure.

We will:

1. Publish our declaration to demonstrate our commitment to implementing the necessary control measures that protect employees and other stakeholders.
2. Comply with the latest Government guidance when developing control measures to shield the extremely vulnerable, vulnerable and reduce the risk of transmission of the virus.
3. Implement suitable and sufficient control measures through a risk assessment framework of generic and specific risk assessments for each area.
4. Review continually our control measures in line with changing advice issued by the Government.

Declaration

Deciding who should go to work

We will:

1. Promote the government's objective that everyone should work from home, unless they cannot work from home.
2. Continue to protect the clinically vulnerable and clinically extremely vulnerable individuals.
3. Provide information and support for people who need to self-isolate to make sure individuals do not physically come to work. This includes those who live in a household with someone who has symptoms.
4. Ensure there is equality in the workplace and be mindful of the particular needs of different groups of workers or individuals.

Social Distancing at work

We will ensure:

1. That measures are in place to maintain social distancing on arrival and departure and to ensure handwashing upon arrival.
2. Measures are in place to maintain social distancing wherever possible while people travel through the workplace.
3. That if going into the workplace cannot be avoided, measures are in place to maintain social distancing between individuals when they are at their workstations.
4. That if remote meeting tools cannot be used, measures are in place to reduce transmission during face-to-face meetings and social distancing will be maintained.
5. That measures are in place to maintain social distance in common areas of workplaces.
6. Priority is given to safety in an emergency e.g. accidents, security and other incidents.

Managing our customers, visitors and contractors

We will ensure that:

1. Contacts are managed to minimise the number of unnecessary visits to workplaces.
2. Information and instructions are provided to make sure people understand what they need to do to keep safe.
3. Encourage visits via remote connection/working where this is an option.

Cleaning the workplace

We will ensure that:

1. Any workplace that has been closed or partially closed has been cleaned and is ready to open.
2. Measures are in place to keep the workplace clean and prevent transmission by touching contaminated surfaces.
3. Sufficient handing washing, sanitation facilities and toilets are available through the working day.
4. Measures are in place to reduce the transmission of the virus in changing rooms and showers.
5. Measures are in place to reduce the transmission of the virus through contact with objects that come into the workplace and vehicles at the worksite.

Workforce Management

We will ensure that:

1. Shift patterns and working groups are arranged where possible to reduce the number of contacts each employee has.
2. Specific risk assessments are in place for workplace activities.
3. Measures are in place to reduce any unnecessary travel and to keep people safe when they do need to travel between locations.
4. Measures have been put in place so that any deliveries to other sites can maintain social distancing and hygiene practices.
5. Employees are provided with information, instructions and additional training to make sure they understand Covid-19 safety procedures at the workplace.
6. Ongoing information, instructions and training is provided to employees to keep them up to date with how safety measures are implemented or updated.

Inbound and outbound goods

1. Measures are in place to maintain social distancing and avoid surface transmission when goods enter and leave the workplace.

Coronavirus (Covid19) risk assessment framework

To make sure SCH workplaces are reducing the risk of transmission of the virus and the continued shielding of the extremely vulnerable, the following documentation has been produced:

- **Facilities and Workplace Covid-19 Secure Risk assessment** – Using the latest government guidance this risk assessment has been used to ensure our Facilities arrangements for offices and workplaces are Covid-19 secure.

- **Recovery Risk Assessment checklist** – Using the latest government guidance this checklist has been produced for managers to help them to identify what risk control measures need to be in place to ensure their teams, workplaces and others that may be affected by their activities are Covid-19 secure. Separate health and safety procedures and written documents will also be in place within services to support the protective measures in place. We will ensure that we follow the specific government guidance for each work sector to ensure more specific control measures are in place for key activities.

- **Specific risk assessments** – We will assess the risk to any vulnerable employees, such as pregnant women, those in the extremely vulnerable or vulnerable categories and employees from the BAME community.