



Addendum- Covid19 H&S Policy and Procedures (September 2020)

Introduction

Crawford House Board of Directors and The Senior Management Team are committed to ensuring the health, safety and welfare of all its staff, students, children, volunteers, contractors and visitors. This policy describes the measures we have put in place to protect you from the risks of the coronavirus (COVID-19) outbreak and the duties that fall upon us. It has been created to ensure, so far as it is reasonably practicable, that work will be carried out in our workplace with a commitment to protecting the health and welfare of everyone who comes onto the premises.

The measures necessary to minimise the risk of spread of infection rely on everyone in the workplace taking responsibility for their actions and behaviors. We will encourage an open and collaborative approach between staff, students, children, volunteers, contractors and visitors where any issues can be openly discussed and addressed.

Before restarting work, we will ensure the safety of the workplace by carrying out a Covid19 risk assessment/s and letting our employees know the results of the risk assessment/s. We will display the Staying Covid-19 Secure poster confirming we have complied with government guidance on managing the risk of Covid19

Hygiene

It's important that a high level of hygiene is maintained at all times, but this is of particular importance at the current time, as the Coronavirus is known to spread through coughs and sneezes and to remain on surfaces for up to 72 hours, allowing it to be easily picked up and spread.

In implementing this commitment to manage hygiene we will:

1. Provide hand sanitiser. Hand sanitiser is provided on entry and exit to the building, in each washroom area and in each kitchen area and numerous hand sanitizer stations will be positioned throughout the building
2. Implement a handwashing procedure. And encourage all visitors and employees to wash their hands thoroughly after going to the



toilet/washroom, before and after eating or handling food and after sneezing or coughing and blowing their noses.

3. Display posters with hygiene advice. Such as: Cough/sneeze into your sleeves, preferably into your elbows. If a tissue is used, discard it properly and clean/sanitize your hands immediately. Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected. Wash your hands before and after treating an open wound or touching an animal.
4. Increase the cleaning frequency of washroom and kitchens and all areas throughout the building, as well as frequently touched things such as, handrails, door handles, entry keypad and lift controls.
5. Provide additional cleaning products to allow increased cleaning of workstations, and items such as telephones, screens and keyboards. These should be cleaned each evening.
6. Ensure windows are opened to increase ventilation.

Social distancing

In implementing this commitment to manage social distancing properly we will:

1. Carry out a COVID-19 risk assessment. Before restarting work we will ensure the safety of the workplace by carrying out a risk assessment and letting our employees know the results of the risk assessment.
2. Encourage employees to walk to work where possible and provide additional parking areas for bikes to allow more employees to cycle to work.
3. Wherever possible workers should travel to work alone using their own transport. If workers have no option but to share transport:
4. Journeys should be shared with the same individuals and with the minimum number of people at any one time
5. Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission

6. The vehicle should be cleaned regularly using standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surface.
7. Stagger arrival and leaving times and provide floor markings, so that employees and visitors maintain a 2-metre distance when entering the building if arriving or leaving around the same time as others.
8. Where people cannot be 2m apart we will manage the risk of transmission by adopting further control measures such as : screening and the use of appropriate face coverings and masks for example, which will be highlighted within the risk assessments that we conduct including the usage of facemasks at all times in public/communal areas of the building.
9. Use clear signage to ensure visitors follow the same procedure as employees.
10. Use signage to remind employees and visitors of social distancing guidance.
11. Introduce a safe walking route consisting of a one-way system around the corridors and floor areas and ensure employees workstations are sited at least 2 metres away from the walking route.
12. Restrict use of the lift to one person at a time. And provide hand sanitiser for use before and after using the press buttons. Prioritise people with disabilities to use the lift.
13. Restrict access between areas. Where a person needs to consult with someone in a different area, where possible, emails, or phones are to be used.
14. Ensure the relevant software is available to conduct meetings remotely. Where person-to-person meetings are essential, they will be limited to a maximum of 4 people present at one time, and social distancing will be maintained throughout. Hand sanitiser will be provided, but on no account must pens or other objects be shared.
15. Ensure workstations enable people to maintain at least 2-metres distance from each other - where possible, working back to back or side-to-side, rather than facing each other. We may consider using screens where necessary, depending on how many employees return to the workplace.
16. Stagger break times and encourage employees to bring in their own drinks and packed lunches to avoid the use of the kitchen area. Where the kitchen area or in- house restaurant is to be used by internal staff, orders and



payments to be taken over the phone where possible and to provide a pickup point to reduce contact

17. Introduce a queuing system for use of the toilet facilities to ensure social distancing is maintained.

Monitoring and review

Crawford House will ensure that all government guidance on safe working procedures and employee support are being implemented effectively, through a regular monitoring process, conducting site safety audits, daily and weekly checklists and ensuring open communication with all members of staff is in place at all times

This Covid19 Policy Statement will be regularly reviewed and updated as necessary to remain aligned to government guidelines

Policy: Health and Safety Policy

Scope: All Board, SMT, Managers, staff, students, contractors and visitors

Reviewed by: SMT and Quality & Audit Committee

Review period: 2 Years

Last reviewed: October 2020
