



## **Amendment to AKC Occupational Health & Safety Policy whilst working during Coronavirus COVID-19 pandemic (CV-19)**

**The health, wellbeing and safety of our employees and others (e.g. clients, contractors, or members of the public) who may be affected by our work activities is our top priority. We are committed to ensuring that measures are in places so far as reasonably practicable which comply with the latest Government and health authority guidance on Coronavirus COVID-19.**

The current situation and national guidance is ever-changing. We will continue to closely monitor the official guidance issued by the Government and health authorities to ensure that all necessary precautions are being taken for the safety of our employees and others as relevant. We will follow government guidance and carry out our own risk assessments to work out our safety precautions for our gradual return to work

To this end the company will take the following measures to prevent the spread of CV-19 resulting from its undertaking:

### **Working in the Office**

#### **Avoid non-essential personnel in the workplace**

We will continue to encourage and support working from home where this is possible.

All staff who have been identified as clinically extremely vulnerable or in receipt of an NHS letter can work from home wherever possible (See advice for Homeworking)

In addition, if you are shielding a clinically vulnerable person at home and can work from home, then this can continue and will be reviewed regularly

Persons with suspected symptoms of Covid-19 such as; a new continuous cough, a high temperature, or a loss of, or change in, your sense of taste or smell; should not attend the office but should self-isolate at home and arrange testing - if available.

#### **Visitors**

We will continue to avoid visits to the office as far as practicable. We will continue to carry out virtual meetings via Teams or Zoom as far as possible.

Where a face to face meeting is required – this will be with one other person only and via a prearranged appointment

A meeting room will be set up for this purpose on the ground floor near the entrance and in accordance with our risk assessment

#### **Risk Assessment**

AKC has conducted a risk assessment of the impact of work activities within the office and for the management of control of infection risks and the potential spread of Covid-19

The findings and control measures of the risk assessment will be shared with staff and controls set out within this Policy.

The risk assessment will be subject to regular review as Government and Public Health guidelines change as the pandemic progresses and more science and advice becomes available



## **Implement Control Measures**

Where identified in the risk assessment AKC will implement measures to eliminate or reduce the risk as far as reasonably practicable.

Government and industry guidance will be consulted where possible to ensure the duty is being met as well as following a principle-based approach to reducing risk.

Discreet control measures will be dependent on the findings of the risk assessments but will be driven by the need to:

- Ensure control of infection in the premises and equipment by regular cleaning and enhanced cleaning measures to include hand contact surfaces
- Not sharing desks or office equipment as far as practicable
- Ensure adequate hand washing and sanitising facilities
- Maintaining social distancing (2m) between persons within the offices
- Provision of Personal Protective Equipment (PPE) and Safe Systems of Work (SSW)

Measures to control the risks will be approved by the **Partners**

The **Managing Partner** will ensure that control measures are implemented and check that the implemented actions have removed or controlled the risk.

## **Provision of Information and Training**

The **Managing Partner** will ensure all employees and visitors to premises will be given information and training where necessary on the control measures in place to manage the risks.

## **Review**

The **Managing Partner** (with support from Safewell) will carry out regular review of the risk assessment to ensure that control measures are effective, a review will typically occur when:

- Each time the Government guidance on Coronavirus and working practices change
- There is a new outbreak of coronavirus/lockdown measures required
- A significant portion of staff are off, disrupting normal operational standards i.e. lone working resulting from reduced staff
- A Specific customer demands
- A customer has an outbreak of coronavirus
- Reopening a previously closed part of the business
- A new opportunity is identified, and we introduce a completely new service or product line

## **Coordination and Cooperation**

Where identified in the risk assessment the **Managing Partner** will ensure that procedures and control measures are agreed to ensure that control of infection and safe working practices are maintained.

This may include:

- For example, any tenants who share the premises
- First Aid provision
- Visitors coming into the office to include contractors carrying out emergency/essential maintenance
- Emergency services



**Visiting and working in other premises**

The **Partners** will ensure that where a work activity is required to take place on a customer premises a request will be made for the control of infection procedures applicable to that site. These will be reviewed and incorporated in to the Customer site visits Control of Infection risk assessment to ensure that work activity can be carried out safely. **(See AKC Contractor Site Visits policy and procedures)**

**Mental Health and Wellbeing**

Employee mental health and wellbeing will be considered as part of the risk assessment and where significant risks are identified; control measures will be put in place.

These will be agreed and checked by the **Partners**

**Advice to Employees**

In addition to specific workplace control measures the business will continue to advise staff to follow the current national guidance centring on:

- Avoiding unnecessary travel (especially public transport)
- Maintaining social distancing
- Being vigilant of symptoms
- Self-isolation for those with symptoms
- Frequent and thorough handwashing/sanitising
- Covering of nose and mouth when coughing and sneezing using a tissue or sleeve
- Disposal of used tissues in a bin followed by hand washing
- Enhanced cleaning of contact surfaces/touch points
- Advising Partners if you are confirmed as having COVID-19 so that all contacts can be informed and self-isolate

**Note: -Additional Business Procedures**

- Employees who self-isolate due to symptoms of coronavirus as an individual or as a household – we will respect the need for employees to stay at home where they are following Government and health authority advice to do so and we will show flexibility in the medical evidence required as per the latest Government arrangements for such
- Employees who advise that they or a close family member may be at increased overall risk according to latest Government and health authority guidance (e.g. >70 yrs. old, pregnant, weakened immune system etc) – we will endeavour to reach a sensible compromise on working that meets both parties' needs

**Emotional and Financial Support**

In these unprecedented times, the business will do all it can to support employees and their families, both emotionally and financially. Payment of salary/wages and statutory sick pay will be determined according to our HR/employment policies (and exceptional business decisions as required) and with reference to current Government guidance.

**Simon Bennett** Managing Partner

3<sup>rd</sup> June 2020



## Management of COVID-19 risks whilst working in the AKC offices

Following our risk assessment, the following are the safe working practices that should be adopted and followed whilst working in the AKC office premises during COVID-19 to reduce risk of transmission as far as reasonably practicable

### (Flow and Hand hygiene)

- Enter via main door off the Market Place into Lobby and then using own key through 2<sup>nd</sup> glass entrance door to main corridor.
- Use Hand sanitiser on table/via hands free dispenser in corridor before moving to individual offices (Various signage will be displayed adjacent to new hand sanitising points around the workplace)
- Use Hand sanitiser/wash hands prior to and after using the Kitchen and equipment
- Use Hand sanitiser/wash hands for 20 secs and dry thoroughly when using the bathroom
- Use Hand sanitiser in your office if you think you have touched your face and lots of hand contact points etc
- **Additional hand sanitiser points will be provided on the First floor and Second floor lobbies (please use before using the signing IN-OUT Board) and within individual offices and the kitchen.**



**NB:** - Evidence has shown that hand hygiene is an important control measure for reducing spread of infection via cross contamination from persons onto hand contact points

### Working in Offices and Use of Office Equipment

- **Office Set up:** To Maintain Social distancing recommended of 2m – staff will either have an office to themselves or there will be only two members of staff in an office and desks will be arranged to enable 2m distance by either diagonal or back to back working.
  - Current arrangements (June 2020) in the offices are as follows: - (to be reviewed regularly)
    - Payroll Office: - 1 member of staff
    - Accounts: - 2 members of staff – socially distanced
    - 1<sup>st</sup> Floor Consultant's office – 1 member of staff
    - 2<sup>nd</sup> Floor Partners Offices – 1 member of staff in each office
- All staff will be provided with their own **office equipment** to include laptops, keyboard, monitors, mice, phones, pens, pads etc. Please take care to not share any equipment including phones, keyboards and computer mice and pens during the day.
- **Equipment cleaning:** It is recommended that when bringing office equipment in from home that they should be wiped down using a suitable surface disinfectant wipe (tested to BS EN1276 & BS EN14476.) to reduce cross contamination.
- **Tissues:** will be provided in each of the offices. Please follow the correct hygiene measures for tissues and use the bins provided. Foot operated bins will be provided to minimise hand contact surfaces. Sanitise hands afterwards.
- **Ventilation:** Offices will be naturally ventilated by opening windows where possible and Fire doors will be held open using the magnetic hold back devices that are hard wired or 'Door guard' type audible self-closers. These will shut if the fire alarm sounds. First person in the office should open their relevant doors and last person close them at the end of the day. (Avoid using door wedges unless there is no other option).



### Shared office Equipment such as Photocopiers and Printers.

- Prior to using the shared equipment such as photocopiers and plotters ensure that you sanitise your hands using the dispenser nearby. Wipe the hand contact/touch points such as keypads etc with a suitable disinfectant wipe provided and bin it. Sanitize hands after use. This way each person will minimise potential cross contamination from themselves to the equipment and vice versa.  
Only one person to be working in the location of the 'Shared equipment' at any one time. (If these are used frequently then a Booking out system should be operated to prevent congestion, or one member of staff will be designated for Photocopying)

### Retrieval of Hardcopy Files:

- A number of filing cabinets are located around the office locations. If these are located in a room where another member of staff is working, and social distancing is not possible during retrieval of documents then please call your colleague to locate the document for you. Collect it from the trays that will be placed near to the door entrances. Follow required hand sanitising recommendations.
- Filing cabinet drawer handles to be wiped down with sanitiser wipes after use or periodically during the day.

### Use of Kitchen/tea space:

- A shared kitchen is provided on the First Floor. It is recommended that prior to entering the kitchen space that staff call to find out if it is already occupied.
- Where necessary lunch hours will be staggered to ensure that only 2 members of staff are likely to require to use the kitchen every half hour between 12 and 2pm.
- Where necessary additional tea spaces will be set up in offices (Subject to risk assessment)
- Staff should follow hygiene measures for use of shared equipment such as microwaves, toasters and kettles, i.e. wash/sanitise hands prior to using the equipment, wipe down equipment after use and rewash/sanitise hands.
- Only paper towels should be used for hand drying or drying utensils (no tea towels or hand towels)
- All used equipment should be placed in a **dishwasher** and washed on the hottest cycle after use.
- It is recommended that the person emptying the dishwasher wear disposable nitrile gloves to avoid cross contamination onto clean utensils or wash hands thoroughly for 20 seconds and dry on paper towel or thoroughly hand sanitise before handling any clean crockery or utensils. Gloves should be disposed of after use and hands sanitised.
- If preferred staff can bring in own utensils for use and take home to wash at the end of the day.

#### COVID-19 Control Measures



### Office Site cleanliness:

- Arrangements will be made for additional cleaning of the office site to include all the hand contact points as identified in a touch map. A cleaning schedule will be prepared to ensure that these areas are included in regular cleaning.
- Hand contact surfaces include doors handles and door plates, light switches, bannisters and hand rails, window openers, desks and chair arms, toilet handles, taps and bin lids etc.
- The Cleaners come in at the end of office hours and will clean the offices and carry out enhanced cleaning of all contact surfaces as per cleaning schedule. Additional cleaning of shared spaces such as toilets/kitchen may be arranged in the middle of the day.

- Staff are responsible for keeping their workstation/desk area clean on a daily basis and routinely wiping down any office equipment that they may use – using the wipes provided.

### Use of Sanitary Accommodation

- Try and use the toilet accommodation that is nearest to your office
- Where there is a shared wash room area to more than one WC with an additional external door – use the signage provided to identify that the washroom is occupied (This way we can maintain social distancing)
- Sanitise hands before using the WC this way we can minimise cross contamination on doors and handles
- Wash hands thoroughly with soap and water for 20 seconds and switch off taps using a paper towel or elbow as far as possible.
- Dry hands thoroughly using the paper towels provided and dispose of towels in the bin provided (Paper towels preferred to hand dryers as they dry more effectively and less water with possible virus particles are spread onto clothes and environment). However, the important thing is to dry hands thoroughly.



### Receipt of Deliveries/Post

- The main Market Place entrance will be kept on the latch. Visitors/Delivery personnel can ring the main number as indicated on the door to announce their arrival.
- They will then be able to enter the Reception lobby to leave their parcel
- Staff can arrange to collect the parcel/delivery after they have left.
- All cardboard/paper packaging should be transferred immediately to the recycling waste bin.
- Staff should wash/sanitise hands thoroughly after handling any post
- Wipe down any deliveries that have plastic/metal surfaces.

### Receiving Visitors for Meetings

- Staff should arrange non- face to face virtual meetings wherever possible
- All visitors will be required to make pre-arranged appointments with staff
- Only one visitor and staff member is allowed to attend a Face to face meeting
- Visitors will be sent information as to the COVID-19 arrangements for the meeting such as new greeting etiquette, social distancing arrangements and hand hygiene
- Potential visitors to be reminded that No visitors are permitted to the office if they are showing any symptoms of COVID-19 or are in the higher risk vulnerable group.
- Visitors can wait in the lobby and are requested to use the hand sanitiser provided.
- The meeting room on the ground floor is available. The room should be kept well ventilated by opening windows.
- Visitors and staff should use hand sanitiser in meeting room prior to starting the meeting.
- Staff should make arrangements for meeting to be held with seating at either end of the table to maintain social distancing.
- Use wall monitors etc to display computer information and provide additional plans, copies of paperwork for visitors where applicable.
- Do not offer any refreshments, other than small bottled water to take away, or encourage visitors to bring their own refreshments, as necessary.

#### COVID-19 Control Measures





- Meeting room should be cleaned between visits and at the end of the day. This would include cleaning any tables/work surfaces any hand contact points such as door handles, door plates, light switches, shared equipment.
  
- **I accept that I have read and understood the Policy and procedures document for Office working and have read the associated Risk assessment document**

Name	Signature	Date