Policy Statement

Covid-19 Health & Safety Policy

1.   Guidance

https://www.gov.uk/coronavirus

https://www.gov.uk/coronavirus

https://www.hse.gov.uk/coronavirus/working-safely/index.htm

2.   Relevant Ideal Fostering Documents related to this Policy

Covid-19 Office Risk Assessment

3.   Further national guidance

Further useful guidance and materials can be found at:

https://www.nhs.uk/conditions/coronavirus-covid-19/

4.   Introduction

The Safety and Wellbeing of all staff, children & young people, foster carers, visitors and contractors at Ideal Fostering is of utmost importance. This COVID-19 Health and Safety Policy aims to set Ideal's expectations with regards to working arrangements during the pandemic, so collectively, we can reduce risks and work safely.

Ideal is committed to maintaining the vital service it provides within the Social Care setting whilst remaining a Covid-secure agency in accordance with government guidelines.

This COVID-19 company policy is susceptible to changes with the introduction of additional governmental guidelines.

5.   Measures implemented by Ideal Fostering

Ideal Fostering has adopted reduced occupancy in the office and a working-from-home approach when required, which is overseen by members of the management team which

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includes relevant health-related professionals. This is being achieved with an office rota with greatly reduced staff -with some limited access being permitted for staff that need access to onsite facilities. Temperature monitoring is in place for those coming into the office and a register of anyone that attends.

Ideal has implemented measures to support health and reduce the spread of the virus during this pandemic. A full office risk assessment to manage the risk of coronavirus (COVID-19) has been carried for the office and is available for all staff. It is updated at regular intervals. This will help to maintain an environment that where individuals can understand what should be done to work safely and protect people. The following policy principles are used to form the risk assessment.

Social distancing

Where possible you should keep people 2 metres apart. If this is not viable, keeping 1 metre apart with risk mitigation is acceptable with additional mitigation controls being implemented. Further controls include:

- Perspex screens installed at key points that require face to face interaction with others
- Increased cleaning of desks, chairs and other relevant surfaces, equipment, etc.
- Reduced numbers in the office
- Limiting others to short periods of access within the office using signage to remind people to keep social distance
- PPE provided for use for all staff (especially for visits)

Cleaning, good hygiene and handwashing

Keeping the workplace clean and frequent handwashing reduces the potential for coronavirus to spread. It is a critical part of making and keeping Ideal COVID-secure.

- Wash hands regularly with soap and water.
- Contracted regular cleans (including a deep clean) focussing on areas such as door-knobs and toilets and other shared areas.
- Wipe down equipment within workspaces at the beginning and/or end of a/work session or if space/equipment is shared between individuals.
- Leave shared facilities like kitchens and toilets in the same state you would like to find them. Be mindful and respectful of others.

Ventilation

Good ventilation can help reduce the risk of spreading coronavirus. Opening windows (even slightly during winter) can improve ventilation whilst maintaining a comfortable temperature.

Working from home

Staff working from home will be:

- Provided the equipment they need, for example a phone, laptop and video-conferencing facilities and discuss any extra equipment needed to assist them
- In regular contact with their managers, checking well-being.

Self-isolation

The arrangements in place to isolate an employee who shows symptoms involve firstly informing the appropriate manager. They will ask you to self-isolate if :

- You are showing any of the common symptoms of COVID-19 (new, continuous cough; high temperature; loss or change to your sense of smell or taste). Anyone with symptoms must self-isolate for 10 days from when their symptoms started.
- You live with or have been in close contact (within 2 metres for more than 15 minutes) with someone who has the symptoms or tested positive for COVID-19. You must self-isolate for 14 days from when the person you live with or have been in contact with started displaying the symptoms.

6. <u>Raising concerns</u>

If you have any concerns about your own safety or observe poor safety practices, please contact one of the management team or someone in HR and we will investigate your concerns in confidence. An open and collaborative approach is encouraged, where any issue can be openly discussed and addressed.

The measures necessary to minimise the risk of the spread of COVID-19 infection rely on everyone taking responsibility for their actions and behaviours.

Date of Policy: January 2021

Date of Next Review: January 2022 or upon changes in government advice

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