

# Policy on Managing COVID-19

This is version 3 of this policy and applies with effect from 26 October 2020

## 1. Statement, Purpose, Scope and Context:

The current situation with Coronavirus (COVID-19) is impacting upon our ability to offer our full range of provision.

Our corporate policy is to follow Government advice, workplace requirements and the guidance provided to us from the UK Government, Public Health England and the NHS.

This policy aims to respond to identified risks and to set out our corporate expectations and requirements.

Our priority is to maximise opportunities for young people, to protect and support our staff and volunteers and to safely engage with our supporters.

To comply, it is necessary to make changes to our previous operational practices and to ensure that our office, shops and break centres maintain high levels of hygiene, social distancing and cleaning regimes.

The policy sets out how we will minimise the impact on our ability to work with young people and to reduce the spread of COVID-19 across all our sites.

**A traffic light Red Amber Green status is used within this policy. Red means that the policy is not applicable. Amber means that it is applicable and that controls may be compromised. Green means that the policy applies in full.**

### 1.1 Policy applies to following at risk groups:

|          |         |            |                         |             |          |                |
|----------|---------|------------|-------------------------|-------------|----------|----------------|
| Trustees | Workers | Volunteers | Children & Young People | Contractors | Visitors | General Public |
|----------|---------|------------|-------------------------|-------------|----------|----------------|

This means that any persons associated with the Charity are always required to follow this policy when:

- Representing the Charity as a Trustee or Ambassador
- Working or volunteering for the Charity

- Entering premises owned or occupied by the Charity
- Carrying out work as an approved contractor

## 1.2 Policy Applies to Following Work Areas:

|             |       |        |              |                    |
|-------------|-------|--------|--------------|--------------------|
| Head office | Shops | Breaks | Home working | Offsite activities |
|-------------|-------|--------|--------------|--------------------|

This means that the policy applies at any time and location where the individual is representing the Charity.

## 1.3 Policy is Effective From:

October 2020 and replaces any previous policy, guidelines or instructions.

## 1.4 Legal Framework:

The Charity will apply the relevant Government legislative and regulatory framework and will always review this policy in line with guidelines issued from the NHS and Public Health England.

Due regard for the following legislation and regulatory requirements will also apply

- Children and Families Act (2014)
- Coronavirus Act (2020)
- Data Protection Act (2018)
- Employment Rights Act (1996)
- Equality Act (2010)
- Health and Safety At Work Act (1974)
- Human Rights Act (1998)
- The Children's Act (1989, Revised 2004)
- The Management of Health and Safety At Work Regulations (1999)
- Working Together to Safeguard Children (2018)

## 1.5 Governance Including Policy Accountability and Responsibility

This policy is the responsibility of the Trustee Board People Sub Committee and the Director of Operations and will be approved by the Chair of Trustees and Chief Executive.

It is the responsibility of the Senior Leadership Team to ensure that this policy is cascaded and for any worker who manages or supervises workers, volunteers, contractors or visitors to ensure that the policy is always followed.

It is the responsibility of all persons in section 1.1 to comply with the instructions and requirements set out in the policy. This includes ensuring that they have read and understood the policy. Every worker and volunteer will be required to sign a document that states this has been done and a record will be kept about this.

Clarification about any aspect of this policy can be obtained from the Director of Operations.

## **2 Policy Application**

This policy supplements the following policies

- Corporate Statement on COVID
- Risk Assessment for the area of work
- COVID Risk Assessments for Workers and Volunteers
- Corporate information on managing symptoms and reporting processes
- Human Resource Policies and documents
- Health, Safety and Welfare at Work Policies
- Volunteers
- Children and Young People
- Safeguarding
- Any other relevant protocol, contractual and legal obligation, information and guidance issued by the Charity

### **2.2 Objectives**

This policy aims to achieve the following

- Compliance with Government requirements of employers and premise owners
- Promotion and implementation of good personal and general hygiene practices.
- Important that we recognise our responsibility in dealing with a possible outbreak of COVID-19.
- Endeavour to protect our people resources

- Ensure workers and volunteers feel safe at work
- Minimise possible spread of infection
- Minimise further spread of COVID-19
- Prepare staff in procedures to follow should they show signs or symptoms of Coronavirus

## 2.3 Policy Requirements

### 2.3.1 Assessing and managing risks

- Responsible Managers to review COVID 19 Risk Assessments every month, after an incident or change in Government requirements or advice
- Trustee People Sub Committee Chair and Director of Operations to regularly review risks and report findings to Sub Committee and Senior Leadership Team
- Compliance with COVID Infection Control is everyone's responsibility

### 2.3.2 Implementing management and operational controls

- Management and operational controls stated in the Risk Assessments must always be followed
- Line Managers are responsible for ensuring that the agreed management and operational controls are being provided, always followed and to address any breaches at the time
- Line Managers must ensure that suitable, appropriate and practicable sanitization stations are provided
- Line Managers are accountable for ensuring that any Personal or Respiratory Protective Equipment provided is worn
- Individuals are responsible for their personal hygiene and following safety measures and reasonable instructions given in this policy
- Workers and volunteers must report to their line manager any circumstances where they propose to travel to an area where the Government has indicated that it is an affected area
- Upon return from an affected area people must report to their line manager before returning to work and follow government guidance
- Line Managers must seek advice from the Executive Assistant and Director of Operations who intends to or returns from an affected area or has been in contact with a person with confirmed COVID 19 before permitting them to enter any Go Beyond property or work with any other worker or volunteer
- If you come into contact with a person with a confirmed case of COVID-19 you must report this immediately to your line manager and HR, and follow the Government advice

- The Sickness policy will be applied in any cases of a worker reporting contracting COVID-19
- Government requirements and NHS advice around self-isolation, Track and Trace, Testing and shielding must be followed
- Trustees, Workers and Volunteers need to be aware of language used in workplaces and in contact with others so as not to discriminate
- Information and written instructions provided must be displayed in the workplace
- Line Managers are accountable for disseminating changes in this policy, updates in information, instruction and displaying the current versions of any posters provided
- Line Managers are responsible for ensuring that each worker and volunteer reporting to them has signed that they have read and understood this policy
- The Charities Policy on Data Protection and Management of Information always applies

### **2.3.3 Reporting and recording**

- If you encounter a person with a confirmed case of COVID-19 you must report this immediately to your line manager and HR. You must follow the Government advice
- If you have symptoms of COVID19 you must report this to your line manager and HR immediately via telephone and e mail
- Workers and volunteers must report to their line manager any circumstances where they propose to travel to an area where the Government has indicated that it is an affected area
- Upon return from an affected area people must report to their line manager and HR before returning to work and follow government guidance
- Line Managers must seek advice from HR and Director of Operations about anyone who intends to or returns from an affected area or has been in contact with a person with confirmed COVID 19 before permitting them to enter any Go Beyond property or work with any other worker or volunteer
- A weekly impact report about COVID will be kept by HR. This will be shared with SLT on a weekly basis and with the Trust Board and People sub committee
- Copies of reports from individuals will be kept on personnel files
- Copies of individual risk assessments will be held on HR files

## **2.4 Information, Instruction, Training and Supervision to be Provided**

The Charity will provide the following

- Hands, Face, Space (or equivalent) information will be displayed at all premises at entrances and in designated worker rest areas
- Good hand hygiene information will be displayed in all premises at entrances, toilets, designated worker rest areas and kitchens
- Government and NHS COVID advice information will be displayed in all premises and a copy provided to all workers and volunteers

- NHS Track and Trace posters will be displayed at all entrances to encourage people to use the NHS app
- Line Managers will ensure that managing COVID is a standing agenda item for any team meetings and individual supervision sessions
- Access to the Charities wellbeing support service will be provided to all workers and volunteers
- Suitable information and instruction about the Charities COVID 19 response will be provided to all children, young people and referring agencies for breaks
- Suitable information and instruction will be provided to all members of the public entering shops
- Suitable information and risk assessments will be obtained from any contractor intending to carry out any work on premises or land owned by the Charity or for which it has a “duty of care”
- Line Managers are responsible for providing instruction and training in the appropriate wearing and use of Personal and Respiratory Protective Equipment to workers and volunteers

### 3 Outcomes Required

This policy aims to provide the following outcomes:

- The Charity is fully compliant with Government and NHS Requirements
- All workplaces are COVID 19 Risk Assessed
- Any worker or volunteer deemed to be within an at-Risk group or who is unable to follow the Government advice about face covering and/or social distance will need to complete a risk assessment with their line manager. Copies of these assessments must be provided to HR within 24 hours of completion
- All workers have been suitably informed and instructed in the application of management and operational controls identified within any risk assessment that applies to their work context
- A corporate COVID Statement is displayed in each workplace and published on the website
- Summary copies of Risk Assessments are displayed in the relevant workplace and are published on the Charity Website
- The Charities Insurers are informed of any risks that are deemed to remain intolerable or high after suitable and appropriate management and operational controls have been identified
- Workers and volunteers feel that the Charity has acted responsibly and appropriately to support their wellbeing

**Please note that breaches of this policy will be regarded as misconduct and may lead to dismissal or a similar action where the individual is not classified as a worker.**

## 4 Review

This policy will be reviewed by the Director of Operations and Chair of the Board People Sub Committee every three months and if there is a significant change in Government policy of NHS advice.

Changes in policy need to be ratified by the Chair of Trustee Board and the CEO.

## 5 References

- <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>
- <https://www.hse.gov.uk/coronavirus/working-safely/index.htm>
- <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

## 6 Appendices

- 6.1 Charity Statement on COVID
- 6.2 Government COVID Secure workplace poster
- 6.3 COVID Reporting process

### Documents Held in Office:

- 6.4 COVID Risk Assessment for Buckfast Office
- 6.5 COVID Risk Assessment for Exeter, Torquay and Newton Abbot shops
- 6.6 COVID Risk Assessment for Breaks (Coastal only version)
- 6.7 Go Beyond COVID Tracker report
- 6.8 Symptoms Advice and action needed

## Version Control

| Date Reference  | Version | Author    | Comments   |
|-----------------|---------|-----------|--|
| 10 October 2020 | 1       | Ken Brown |  |
| 15 October 2020 | 2       | Ken Brown | Amendments to text, additional legal context and clarifications provided   |
| 26 October 2020 | 3       | Ken Brown | Amendments to text to include section on reporting and recording, additional clarifications on risk assessment to include individuals and add appendices |

## 6.1 Charity Statement

### Coronavirus Statement

The current situation with Coronavirus (COVID-19) has affected our ability to offer our full range of provision.

We are doing everything we can to help reduce the spread of COVID-19 across all our sites by following and responding to all the guidance provided to us from Government, Public Health England and the [NHS](#).

Our priority is to continue maximise opportunities for young people, to support our staff and volunteers and ensure that we offer safe ways for our supporters to continue to donate and shop with us.

Do get in touch with us if you have any queries or concerns: [info@gobeyond.org.uk](mailto:info@gobeyond.org.uk)

## 6.2 Government Secure Workplace Poster



staying-covid-19-secure-2020-230720.pdf

## 6.3 Go Beyond COVID Reporting Process

