

Lincoln City Foundation

Covid-Secure Policy (and related infectious diseases)

Purpose

Lincoln City Foundation is committed to being a responsible employer and strives to safeguard participants and their families, visitors and partners, the staff team and the wider Lincoln City family.

Following the UK Covid-19 outbreak in 2020, organisations are required to assess themselves as Covid-Secure to enable operations to resume and join the effort to prevent or cease the risk of infection of diseases with a high “R” (reproductivity) rate.

Lincoln City Foundation are aware that many of their participants are the most vulnerable in society due to underlying health conditions or the contact they may have with other at risk groups.

Aims & Objectives

Lincoln City Foundation will:

- Work to comply with all relevant industry and regulatory requirements
- Continue to monitor government guidelines and official health and safety advice relating to the infection and its spread
- Communicate to Trustees and employees regularly
- Outline measures implemented to ensure a safe working environment and provide support to managers around decision making processes.

Lincoln City Foundation will ensure appropriate measures are put in place around:

- Social distancing
- Personal hygiene – hand washing and sanitising
- Safe workspace – PPE, risk assessments, training
- Opportunities and technology for remote working and virtual meetings
- Procedures for receiving post and deliveries
- Facility and office cleaning
- Waste disposal
- Information sharing and ongoing communications
- Premises security and management
- Working on and visiting external sites.

Accountability & Responsibility

As with all Health and Safety matters, everyone must take an active responsibility to ensure procedures are followed and report any concerns (including symptoms) as soon as possible to the Operations Manager or their own line manager.

Trustees must ensure that the organisation’s public health obligations are fulfilled by having the appropriate, fit-for-purpose policies and procedures in place, and by ensuring that possible infections are considered as part of the health and safety agenda at meetings, where required.

Managers must ensure that matters which are brought to their attention are recorded and actioned in a timely manner. All staff are empowered to challenge protective measures and to

make suggestions for suitable alternatives or improvements, with the aim of ensuring the best possible practice.

Project leads and delivery staff have the responsibility for planning and delivering sessions which are compliant with this policy. Staff are required to attend and to engage with training where required, to ensure they fully understand current advice and legislation.

Training

Costs of training and the delivery of this policy and its measures will be reflected in organisational budgets. Relevant health and safety training and updates will be offered as and when they become available and will be considered when planning staff training periods (such as restricted leave week).

Where necessary, training will be offered online through a virtual platform or in a safe location in line with this policy with measures such as social distancing, for example. Training locations outside of the Foundation premises will have separate risk assessments, as required.

Measures

Social distancing: where social distancing restrictions are in place, safe/advised distances and practices will be followed and appropriate guidance will be offered to visitors, to participants, and to their families, in advance (where possible) and at the event/session/location.

Payments: cash handling will be reduced and avoided where possible. Online alternatives will be offered, or contactless card transactions made available.

Personal Hygiene: regular hand washing will be encouraged or scheduled at the start, during and at the end of each delivery session or event. Advised methods on handwashing and personal hygiene will be displayed across sites and offices and staff working on external sites will work with those facilities to ensure this is followed at those locations. Hand sanitiser stations will be located in places where handwashing may not be possible, such as office entrances, classrooms and meeting room spaces.

Safe Systems of Work:

Movement: non-essential travel and vehicle sharing will be avoided. Where travel is necessary employees will be provided with current guidelines on how to stay safe. Where it is not possible to avoid large gatherings, face coverings will be provided where necessary/advised and one-way systems and occupancy limits will be put in place.

Test and trace: employees must ensure their calendars and work diaries are kept up to date and they sign in as a visitor when visiting external facilities. If required, the organisation will explore mobile applications that act as a 'test and trace' method.

Self-shielding: employees experiencing symptoms of the infection, or someone in the household is experiencing symptoms, they should not attend work and should isolate for the period of time as advised at that time by public health/UK government. Employees experiencing symptoms will be provided with information on testing and self-isolation.

Work processes: activities will be planned with reduced numbers of participants in line with government advice. Staggered start and end times, and the use of certain equipment will be considered. Roles and activities may be planned in such a way to keep staff separate or

within smaller team dynamics (“bubbles”) and limited number of staff will be permitted in certain areas, such as kitchen spaces or reception areas.

Equipment: sharing of equipment will be avoided or kept to a minimum in line with government advice at that time. Equipment that is shared or passed between participants and staff will be washed between sessions.

PPE: the need for items of PPE will be established using government guidelines which is industry or activity specific and will be identified as part of a risk assessment process. If required, PPE training will be provided to those staff that need it. In cases it may be necessary for vulnerable participants to be provided with items such as face coverings and /or gloves. The use of PPE by staff and/or participants will be identified to safeguard all involved, to help manage any anxiety or improve confidence and will be discussed with line managers.

Risk Assessment: risk assessments will be completed and reviewed regularly and infectious related risks will be identified and the measures in this policy considered.

Remote working/meetings during a period of emergency/lockdown: meetings, training and possible delivery will be conducted online through virtual platforms or telephone. In instances where physical meetings cannot be avoided, measures from with this policy will be followed, such as effective social distancing.

Post/deliveries: staff may need to come into contact with delivery drivers or mail persons and collect items, letters, or parcels and on occasion sign for them. Both parties will be asked to follow government guidelines with measures such as social distancing and transferring of post from person to person will be avoided and alternative electronic “signing” for.

Cleaning and waste disposal: regular touch points, such as door handles, rails, access buttons and telephones will be cleaned at least once per day with products in line with COSH training. Cleaning schedules will be used to support and evidence cleaning practices. Staff will be advised on ways to reduce sharing of tools, utensils and equipment. Staff must wash their hands when they have handled waste or undertaken cleaning duties. Waste should be disposed of in line with a Lincoln City approved contractor/collector.

Premises Management: policies, procedures and relevant information will be available to staff and partners, and where appropriate, participants and displayed where necessary in public spaces. Updates and policy changes will be approved by the Trustee lead for Health and Safety and communicated at the earliest opportunity. A clear reporting platform will be promoted and monitored regularly. Information published through HSE will be monitored and implemented where required.

Refreshments/food preparation: participants will be asked to bring their own refreshments and snacks in sealed packaging that can be opened by the participant and, in most cases, litter will be returned home from lunches or breaks. Visitors attending meetings or events will be invited to make their own drinks at a catering station or designated kitchen facility, and where possible, will do so in disposable/single use cups. Catering and food preparation will be avoided, but where necessary, will be done by a limited number of trained individuals only, provided with the appropriate PPE (gloves, masks) and in areas which have been risk assessed in line with this policy.

Underlying health conditions: staff or participants with underlying health conditions that are identified as at significant risk of contracting or spreading an infectious disease will be provided to guidance on how to safeguard themselves and others. Staff must disclose

information on health conditions at the earliest opportunity and should provide information received from authorities and health professional if additional measures are required to safeguard them or they are required to self-isolate.

Communication

Lincoln City Foundation will:

- Ensure measures in practice are clearly displayed through on-site signage or pre-activity communications
- Provide staff with regular updates in writing on how the organisation is managing the measures implemented to combat an infection
- Circulate urgent messages through multiple channels including email and WhatsApp to ensure they are received in a timely manner
- Will provide approved material and messages to be used externally branded and agreed on half of Lincoln City
- Consider the risk and impact of a pandemic or local outbreak in contracts, SLA's, induction, meeting and training options (including facilitation) and in project planning.

Mental Health & Wellbeing

Lincoln City Foundation understands that people respond differently to stressful situations and anxiety about spreading or contracting an infectious disease is completely natural. Line managers must be alerted if the mood or behaviours of a staff member changes and employees must be given a platform to discuss concerns and possible resolutions without fear of prejudice.

Employees concerned about the impact on the wellbeing during a pandemic can:

- Speak with their line manager
- Speak to a member of the senior leadership team (SLT)
- Speak to a colleague to act on their behalf
- Raise the concern in an appropriate staff forum
- Following wellbeing advice from the organisation
- Speak to their GP and local service.



Lincoln City Foundation believe that employees have the right to work in an environment free from serious or imminent danger or harm and should not suffer detriment for acting on a reasonable belief of serious or imminent danger. Employees are often better placed to put ideas forward on how to resolve concerns and that this can be achieved through open dialogue with a manager or member of SLT.

Protecting vulnerable staff & equality

Lincoln City Foundation has a responsibility to make sure that steps taken do not have an unjustifiable negative impact on some at risk groups compared to others, for example, those with caring responsibilities or those with religious commitments. The Foundation will make reasonable adjustments to ensure that disabled workers and those with health risks are not being put at a disadvantage. In line with Government Guidance and organisational policy, SSP will be paid to all staff that need to self-isolate.

Where alternative support schemes are in place through government, staff on reduced working or leave periods will be paid in line with the scheme and as a sustainable option for the organisation.

This policy will be reviewed every two years, but it is recommended that during a pandemic this be reviewed at least once every three months.

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Head of Foundation:		Company Secretary:	
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