



## **CORONAVIRUS HEALTH AND SAFETY POLICY**

### **1. General statement**

SAUL Trustee Company (the Company) regards the health, safety and welfare of its staff, interested parties and customers who may be affected by its activities as being of prime importance.

It will take all reasonable steps to ensure that its activities do not put anyone at significant risk of injury or ill health.

The purpose of this Policy is to provide clear guidance during the coronavirus pandemic and the steps the Company will take to limit the spread of the outbreak.

This Policy applies from 19 July 2021 for such time as the Executive Management Team (EMT) require it to be in place.

### **2. Legal position**

The Company has specific responsibilities under the Health and Safety at Work etc. Act 1974 and the Control of Substances Hazardous to Health Regulations 2002 (as amended). Our employees may also be subject to action by the authorities arising under the Health Protection (Coronavirus) Regulations 2020.

### **3. Management arrangements**

The Company recognises the risks associated with coronavirus and will take reasonable steps to ensure that it does not put the health, safety and welfare of its staff, interested parties or customers at an unacceptable risk. To achieve this:

- the Company will monitor and act upon the latest official guidance produced by the government. Jenny Carpenter will review and communicate all relevant sources of guidance to the EMT, and if applicable the rest of the Company, on a regular basis;
- the Company will work with its suppliers and industry partners to ensure its actions are in line with others in order to promote best practice;
- the Company will provide regular updates which identify the current risk levels and appropriate control measures;
- all management and staff must follow the instruction of the EMT. Failure to do so will be treated as misconduct and Company disciplinary procedures will be implemented;
- all management and staff are aware of the risks and what to do if they believe they have been exposed to coronavirus or may be infected; and
- any functions which can be carried out via remote working will be considered and accommodated where possible.



Where work at our premises can continue:

- the manager overseeing the cleaning of the premises will liaise with staff and/or contractors as applicable to ensure that appropriate routine cleaning, and where needed deep cleaning, arrangements are in place;
- notices will be displayed, as appropriate, describing rules for use of the premises such as the use of hand sanitiser at entrances and social distancing measures;
- if anyone presents themselves for work or to complete their contracted duties and displays signs of illness, they are to be sent home and to stay at home for at least 10 days;
- if a staff member reports that someone else in the household has coronavirus symptoms, they are to be instructed to stay at home for at least 10 days, and if they begin to display symptoms themselves, must stay at home for 10 days from when the symptoms began;
- the Company may implement staggered break times to reduce the number of staff in one area at a time, and staff are reminded that they can use the flexitime system to have different start and finish times where this is convenient and helps staff to avoid the busiest times on public transport;
- measures will be taken to enable social distancing to be maintained between staff and any office visitors;
- the management team will ensure that regular safety checks are carried out and recorded if the person usually in charge of various duties cannot carry them out. These checks include: testing alarm systems, testing emergency lighting, checking fire doors, checking fire extinguishers, water hygiene testing.

### **Universal measures**

- statutory sick pay will be paid from day one instead of day four for those employees who need to take time off work due to coronavirus or coronavirus-related self-isolation;
- so far as practicable, managers must encourage and enforce the application of the rules described in the “Employee responsibilities” section below;
- all managers will plan to ensure that health, safety and hygiene standards are maintained. Risk assessments will be reviewed to take account of likely changes in the short term, e.g. short staffing, absence of key staff and the need to evacuate premises temporarily. Where work cannot continue safely and with the required standard of emergency back-up, e.g. rescue arrangements, fire safety and first aid, the activity will be stopped until alternative health and safety arrangements can be put in place;
- where statutory examinations of premises fall due in a period when such services are scarce or unavailable, the management will put in place plans consistent with government advice, whether that involves a permitted extension to the due date or, as necessary, ceasing the use of an installation or piece of equipment until it can be declared safe and compliant;



- the Company will review and amend our other policies as required in line with government guidance and temporary legislation during the pandemic. These policies include but are not limited to: working from home policy, lone working policy.

#### **4. Employee responsibilities**

- All staff and visitors are to follow the government's published guidance on hygiene;
- if anyone believes they have symptoms of coronavirus, however mild, they are to self-isolate for the recommended period of time. If they need clinical advice, they should visit NHS 111 online or call 111 if they don't have internet access. In an emergency, they should call 999. In addition, they are to contact their line manager/Company contact; and
- if anyone believes they are infected, or infection is confirmed by a medical practitioner, they may not work or complete their contracted duties until they can confirm they no longer present a risk to others.

Employees have a vital role to play in the prevention of coronavirus spreading in the workplace. To achieve this:

- employees must wash their hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing their nose, or after being in public areas. Hand sanitiser should be used if there is no soap and running water;
- when employees cough or sneeze, they should cover their mouth and nose with a tissue and throw the tissue away immediately, or sneeze into the crook of their elbow if they do not have a tissue. They should then wash their hands or use a hand sanitising gel;
- if staff feel unwell or develop symptoms at work, they should immediately inform their line manager who will send them home. If for any reason the individual cannot leave the premises immediately, they will be required to isolate themselves from other members of staff until they leave;
- if staff have symptoms of coronavirus, however mild, they must stay at home and not leave their house for 10 days from when symptoms started;
- if a staff member lives in a household where someone has symptoms of coronavirus, they must stay at home for at least 10 days, and if they begin to display symptoms themselves, must stay at home for 10 days from when the symptoms began
- staff should practice social distancing as much as possible;
- staff must frequently clean and disinfect objects and surfaces that are touched regularly, where they have been instructed to do so, using the materials supplied;
- where possible, employees may be asked to work from home, and they are expected to co-operate to make this work; and



- employees should follow government guidance at all times.

## **5. Gatherings and meetings**

To limit the spread of coronavirus the following steps may be taken to maximise social distancing and reduce risk:


- where possible meetings could be carried out via video link or conference call;
- start times and break times may be staggered to avoid overcrowding and enable social distancing to take place;
- employees have the choice to work from home during the voluntary return period (July – November 2021);
- non-essential use of public transport by our staff should be avoided; and
- social distancing measures will be followed wherever possible.

## Coronavirus risk assessment

Employers must take reasonable steps to prevent their employees from being exposed to coronavirus. An assessment of the risks must take account of the risks of exposure to the virus, as well as the knock-on effects of the pandemic, such as staff and PPE shortages and the difficulties of maintaining a social distance at work.

The risk assessment can be adapted for the individual requirements of different workplaces. However, where the work brings workers in close contact with coronavirus patients, such as health and social care, a more specialist risk assessment would be needed.

| Risk assessment - topic/area covered |  |
|--------------------------------------|--|
| Location(s):                         | 1 King's Arms Yard, London, EC2R 7AF   |
| Department/staff:                    | All staff  |
| Tasks/activities:                    | Working during the coronavirus pandemic – returning to the office                |
| Other information:                   | Return is on a voluntary basis from July to November 2021, mandatory thereafter. |

| Risk assessment sign off |             |            |   |       |            |
|--------------------------|-------------|------------|---|-------|------------|
| Prepared by:             | J Carpenter | Signature: |  | Date: | 30/06/2021 |

## Key

|                  |  |   |    |    |    |    |                    |  |
|------------------|--|---|----|----|----|----|--------------------|--|
| L:<br>Likelihood | 5  | 5 | 10 | 15 | 20 | 25 | High-risk: 15-20   | High-risk activities should cease immediately.<br>Further effective control measures to mitigate risks must be introduced.                               |
|                  | 4  | 4 | 8  | 12 | 16 | 20 |                    |  |
|                  | 3  | 3 | 6  | 9  | 12 | 15 | Medium risk: 8-12  | Medium risks should only be tolerated for the short term and only while further control measures to mitigate the risks are being planned and introduced. |
|                  | 2  | 2 | 4  | 6  | 8  | 10 |                    |  |
|                  | 1  | 1 | 2  | 3  | 4  | 5  | Low risk: 1-5      | Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.                                       |
|                  |  | 1 | 2  | 3  | 4  | 5  |                    |  |
|                  | S: Severity  |   |    |    |    |    | DR: Degree of risk | RR: Residual risk  |
| Guidance         | <ol style="list-style-type: none"> <li>1. Identify the persons at risk and the significant hazards.</li> <li>2. Calculate an initial RR for the activity.</li> <li>3. Identify risk control measures that reduce the risks to an acceptable level.</li> <li>4. Calculate a revised RR that assumes the control measures are followed.</li> </ol> |   |    |    |    |    |                    |  |

## Risk assessment

| Activity  | Persons at risk           | Significant hazards | Initial |   |    | Risk control measures  | Residual |   |    |
|---|---------------------------|---------------------|---------|---|----|--|----------|---|----|
|   |                           |                     | L       | S | RR |  | L        | S | RR |
| Working from home during the coronavirus pandemic | Staff, Trustees and other | Becoming infected   | 2       | 4 | 8  | <ul style="list-style-type: none"> <li>- Follow the government's guidance on working from home during the pandemic</li> <li>- Minimise time spent outside the home</li> <li>- Observe social distancing guidelines</li> <li>- Employees to identify a suitable location to work in their home. It should provide sufficient separation from likely disruptions and space to allow them to work in a safe manner.</li> <li>- Workstations and work routines should be set up and maintained as per HSE guidance (<a href="https://www.hse.gov.uk/toolbox/workers/home.htm">https://www.hse.gov.uk/toolbox/workers/home.htm</a>). Staff to report any problems with setting up a workstation to their line manager. Assistance to be provided if required.</li> <li>- Equipment, access to systems etc. to be provided and maintained to ensure staff can complete their duties at home.</li> <li>- Communication and reporting channels to be clearly identified to all homeworkers.</li> </ul> | 1        | 4 | 4  |

|  |                            |                         |   |   |   |   |   |   |   |
|--|----------------------------|-------------------------|---|---|---|---|---|---|---|
| Voluntarily working in the office during the return period | Staff, Trustees and others | Becoming infected       | 2 | 4 | 8 | <ul style="list-style-type: none"> <li>- Follow the government's guidance</li> <li>- Observe social distancing guidelines</li> <li>- Any worker with symptoms (new cough, high temperature or a loss of, or change to, their sense of smell or taste) must self-isolate, stay at home and ask for a test to check if they have the virus. If the test comes back negative and they are well enough they can come back to work. If the test comes back positive, stay at home for ten days, or longer if still symptomatic</li> <li>- If a member of a worker's household has symptoms, the worker must self-isolate and ask the individual to complete a test. If it is positive, stay at home for 10 days. If they test negative, then they can return to the office.</li> <li>- Management to ensure that all persons attending the premises are made aware of any additional/new rules and follow them at all times</li> </ul> | 1 | 4 | 4 |
| Preventing the infection spreading                         | Staff, Trustees and others | Spreading the infection | 2 | 4 | 8 | <ul style="list-style-type: none"> <li>- Workers must wash hands frequently throughout the day for at least 20 seconds using soap and water</li> <li>- Workers must use hand sanitiser if soap and water are not available</li> <li>- Workers must wash hands or use hand sanitiser on entering and leaving the premises, etc.</li> <li>- Workers must use the NHS Test and Trace mobile app to check themselves into the office</li> <li>- Workers must avoid touching their faces and eyes</li> <li>- Workers must cover their mouths and noses with a tissue or the inside of their elbow when they sneeze</li> <li>- Any tissues must be disposed of in bins as quickly as possible</li> <li>- Workers and others must maintain a reasonable distance at all times</li> </ul>   | 1 | 4 | 4 |
| Using office toilet and kitchen facilities                 | Staff, Trustees and others | Spreading the infection | 2 | 4 | 8 | <ul style="list-style-type: none"> <li>- Workers must wash their hands with soap and water or use hand sanitiser before and after entering a welfare facility</li> <li>- Workers must not enter the welfare facility if it not possible to maintain a reasonable distance from others</li> </ul>  | 1 | 4 | 4 |



|   |                            |  |   |   |   |   |   |   |   |
|---|----------------------------|--|---|---|---|---|---|---|---|
| Following safe systems of work                                    | Staff, Trustees and others | Accident or injury caused by working in an unsafe manner | 2 | 4 | 8 | <ul style="list-style-type: none"> <li>- Workers must not attempt activities that they are not competent or authorised to perform. If a worker needs to perform new duties, they must be trained accordingly</li> <li>- Safe systems of work must be followed. If this is not possible, e.g. due to insufficient members of staff, the work must be halted</li> <li>- If the system of work cannot be followed, the risk assessment must be reviewed and the system of work revised to enable the task to be carried out safely. New systems of work must not put workers or others at additional risk</li> <li>- Workers must maintain normal working practices, even if staffing levels mean that they are under less direct supervision than usual. Failure to do so will result in disciplinary action being taken</li> <li>- Where training with a fixed expiry date has lapsed, site management must speak to the training provider for guidance. It may be possible to complete training online, or for the deadline to be extended</li> </ul> | 1 | 4 | 4 |
| <b>Key:</b><br>L = likelihood<br>S = severity<br>RR = risk rating |                            |  |   |   |   |   |   |   |   |