



Multi Services Kent

## CORONAVIRUS HEALTH AND SAFETY POLICY

### 1. General statement

Multi Services Kent Limited (MSK) 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 01 April 2020 for such time as the directors require it to be in place or are instructed otherwise by the government.

[Coronavirus: how to stay safe and help prevent the spread - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Although most legal restrictions have been lifted at step 4, and many people have been vaccinated, it is still possible to catch and spread COVID-19, even if you are fully vaccinated, and we are still in the third wave of this pandemic in the UK.

COVID-19 will be a feature of our lives for the foreseeable future, so we need to learn to live with it and manage the risk to ourselves and others. As COVID-19 restrictions are lifted, it is important that we all use personal judgement to manage our own risk. All of us can play our part by exercising common sense and considering the risks. While no situation is risk free, there are actions we can take to protect ourselves and others around us.

**Social distancing guidance** will no longer apply. This means that we do not need to implement social distancing in our business, workplace and customers and workers do not need to keep apart from people they don't live with. However, we are requesting that where possible you should always keep 2 metres apart, face coverings should be worn to mitigate the possible spread when working within 1 meter of each other. We will limit the number of people in canteens and changing rooms, for example by staggering your breaks. Our office set up and working arrangements will be kept as per social distancing measures.

We will identify who in our work force could be clinically extremely vulnerable and follow the government guidance. We will follow HSE guidance on protecting vulnerable workers during the pandemic on how to support workers in higher-risk groups and those who are clinically extremely vulnerable.

A vulnerable person by virtue of age, underlying health condition, clinical condition or pregnancy (see: <https://bit.ly/2xyzEje>)

### 2. Legal position

MSK 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 doesn't 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 and the World Health Organisation. MSK will review and publish all relevant sources of guidance to 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 must follow the instruction of the board and other nominated senior management. Failure to do so will be treated as misconduct and Company disciplinary procedures will be implemented

- all local management to ensure their staff and contractors are aware of the risks and what to do if they believe they have been exposed to coronavirus or may be infected
- working from home is at the discretion of the Managing Director

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 is maintained, and where needed deep cleaning, arrangements are in place
- notices will be displayed describing rules for use of the premises such as the use of hand sanitiser at entrances and social distancing measures
- 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
- the management team 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, the need to evacuate premises temporarily and lack of materials. 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 or vehicles 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, piece of equipment or vehicle until it can be declared safe and compliant
- where all or part of a premises must be temporarily decommissioned, the management will put in place a plan for safely shutting down and subsequent recommissioning
- the Company will review and amend our other policies as required in line with government guidance and temporary legislation during the pandemic.

**4. Employee responsibilities**

- all staff and contractors 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
- 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

**Self-Isolation**

- if anyone presents themselves for work or to complete their contracted duties and displays signs of illness, they must follow guidance on self-isolation (see: <https://bit.ly/3dH6GOW>)
- 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 follow self-isolation guidance (see: <https://bit.ly/3dH6GOW>), – keeping their line manager informed of their health condition
- if a staff member lives in a household where someone has symptoms of coronavirus, they must they must follow guidance on self-isolation (see: <https://bit.ly/3dH6GOW>)

- 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
- employees should follow government guidance at all times.

### **5. Gatherings and meetings**

**Social distancing guidance** will no longer apply. This means that we do not need to implement social distancing in our business, workplace and customers and workers do not need to keep apart from people they don't live with. However, we are requesting that where possible you should always keep 2 metres apart, face coverings should be worn to mitigate the possible spread when working within 1 meter of each other. We will limit the number of people in canteens and changing rooms, for example by staggering your breaks. Our office set up and working arrangements will be kept as per social distancing measures.

Good ventilation including air conditioning can help reduce the risk of spreading coronavirus, keep windows doors open where possible (excluding fire doors) and use the air conditioning if installed.

We will consult with you regarding our position and new rules to make sure you feel safe on your return or after the easing of rules. If you are concerned then we have an open door policy where you can speak to any manager or director for support or guidance. We will keep all workers updated on what is happening so they feel involved and reassured. We all need to work together to prevent the spread of coronavirus (COVID-19)

**Policy Reviewed by – Trevor Walker – MSK H & S Manager**

**Policy Approved by**

Signed: 

Date: 15.07.2021

Mark Doughty  
Managing Director