

COVID-19 Health & Safety Policy

Introduction

The Ashton Group Theatre is committed to ensuring the health, safety and welfare of all employees and participants. This policy describes the measures we have put in place to protect our employees and participants and others not in our employment from the risks of the coronavirus (COVID-19) outbreak and the duties that fall upon us.

Scope

This policy applies to all employees, participants, contractors and visitors of The Ashton Group Theatre (TAGT).

COVID-19 Health & Safety Policy Statement

The Ashton Group Theatre, its Trustees and Senior Leadership Team (SLT) recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the organisation's activities during the COVID-19 pandemic. In order to discharge its responsibilities, the organisation will:

- Bring this Policy Statement to the attention of all employees;
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing the risk of COVID-19;
- Communicate and consult with our employees and participants on matters affecting their health and safety;
- Comply fully with all relevant legal requirements and government guidance;
- Eliminate risks to health and safety, where possible;
- Encourage staff to identify and report hazards in relation to COVID-19 so that we can all contribute towards improving safety;
- Ensure that emergency procedures are in place at all locations for dealing with the virus;
- Maintain our premises, and provide and maintain safe plant and equipment;
- Only engage contractors who are able to demonstrate due regard to health and safety matters and who are effectively managing the risks from the virus;
- Provide adequate resources to control the risks arising from our work activities in relation to the virus;
- Provide adequate training and ensure that all employees are competent to do their tasks safely;
- Provide information, instruction and supervision for employees; and
- Regularly monitor and revise policies and procedures.

This policy statement will be reviewed and revised as necessary to reflect changes to the organisation's activities and any changes to legislation or government guidance. Any changes to the policy will be brought to the attention of all employees.

Signed:
Name:

Dated:

COVID-19 responsibilities

The overall responsibility for management of the risks presented by COVID-19 rests at the highest management level; however, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

It is important that everyone is aware of their responsibilities and has a clear understanding of their areas of accountability in controlling factors that could lead to ill health, injury or loss and the virus being spread. Line managers are required to provide clear direction and accept responsibility.

Directors shall ensure that:

- This policy is communicated across the organisation and the control measures identified are implemented and adhered to;
- Everyone is aware of their responsibilities and has a clear understanding of their areas of accountability;
- The necessary resources are provided to introduce and maintain COVID-19 control measures;
- They lead by example and are actively committed to the successful implementation of this policy; and
- This policy is regularly reviewed and reflects current government guidance and legislation.

The organisation has identified the following as having key responsibilities for the implementation of the COVID-19 control measures:

COVID-19 appointed person – Rachel Ashton

The COVID-19 appointed person shall ensure that:

- A COVID-19 Risk Assessment is conducted and is suitable and sufficient;
- The principles of social distancing and all risk control measures are effectively communicated to all staff;
- Safety training for staff is identified, undertaken and recorded to ensure that they are competent to carry out their work in a safe manner;
- They keep themselves up to date with developments and guidance relating to COVID-19;
- Safe systems of work are developed and implemented where needed;
- COVID-19 incidents inside and outside of work are recorded, investigated and reported where needed;
- Personal protective equipment (PPE) is available as required;
- Staff are encouraged to report hazards and raise concerns;

- A programme of regular and effective cleaning takes place;
- A procedure to deal with any diagnosed cases or instances of staff displaying symptoms of COVID-19 is implemented;
- Sufficient stocks of all materials, including soaps and hand sanitisers, are maintained; and
- Any staff who are extremely vulnerable or vulnerable are identified and appropriate action is taken to ensure their safety.

Core Team

All core team members shall ensure that:

- Staff adhere to the preventive measures identified in the COVID-19 Risk Assessment and work safely;
- Employees are fully trained in COVID-19 risk control measures;
- Safe systems of work are developed and implemented as necessary;
- Appropriate monitoring and supervision is carried out to ensure adherence to COVID-19 risk control measures;
- Staff are encouraged to report hazards and raise concerns;
- Good communication is in place between management and employees, particularly where there are organisational and procedural changes; and
- Where necessary, they look to offer additional support to any employees who are experiencing additional stress outside of work, e.g. illness of family members or anxiety about the general safety of their loved ones.

Freelancers

All freelancers shall ensure that:

- They take reasonable care of their own safety and the safety of others affected by their actions;
- They adhere to the preventive measures identified in the COVID-19 Risk Assessment and work safely;
- They follow any information, training and instruction provided for their health, safety and welfare during the COVID-19 outbreak;
- They use all equipment, safety equipment, devices and protective clothing as directed;
- They remain at home and notify their line manager without delay if they or someone they live with are diagnosed or start to display symptoms of COVID-19;
- They raise any issues or concerns with their line manager or safety representative; and
- They comply with and accept the arrangements contained in our COVID-19 Health & Safety Policy.

Staff carrying out cleaning activities

The Ashton Group Theatre has created a Cleaning Schedule

All staff carrying out cleaning activities according to the Schedule must:

- Take reasonable care of their own safety and the safety of others affected by their actions;
- Submit their health and safety policy and relevant risk assessments to us for approval if not employed by the organisation;
- Comply with and accept our COVID-19 Health & Safety Policy;
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others;
- Use all equipment, safety equipment, devices and protective clothing as directed;
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others; and
- Ensure that chemicals are used appropriately and that contact times are followed.

COVID-19 health and safety rules

TAGT shall make every reasonable effort to enable our staff to work from home as a first option. Where working from home is not possible, we shall make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people two metres apart wherever possible). To support this working practice, all staff must:

- Adhere to the control measures identified in the COVID-19 Risk Assessment;
- Maintain high standards of personal hygiene in the workplace, including increasing the frequency of handwashing in line with company guidelines and instruction;
- Report any diagnosis of COVID-19 or symptoms (including that of members of their household) to their line manager and refrain from attending work until further instruction; and
- Make use of any PPE deemed necessary for their protection from COVID-19.

Where the social distancing guidelines cannot be followed in full in relation to a particular activity, the organisation will consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between employees and other staff in accordance with the measures prescribed in the organisation's COVID-19 Risk Assessment.

Business status

Our current business status will determine the measures we need to put in place to manage the risks presented by COVID-19. We will complete the COVID-19 Initial Audit Form to determine the action we need to take depending on the status of the business (i.e. whether we are closed, partially closed or open).

Premises and activities closed

Although our business activities have been temporarily suspended and our premises have been unoccupied (or partially occupied) during the COVID-19 pandemic, TAGT recognises that there are important checks that we still need to perform. As such, we shall ensure that our premises and buildings are checked periodically so that they remain safe and ready to be reoccupied when the government

announcement is made. We shall ensure that prior to reoccupation, reopening checks are undertaken to ensure all necessary COVID-19 risk control measures can be implemented.

Working from home

TAGT recognises its duty of care to its employees and shall make every reasonable effort to enable working from home as a first option to reduce the transmission of COVID-19. In doing so, we will assess the suitability of the role for homeworking and undertake a Homeworking Risk Assessment where it is agreed.

Returning to work

Prior to returning to work at our premises after lockdown, the organisation will consider the following:

- Are there any staff who can continue to work from home?
- Which staff cannot work from home and must therefore return to work?
- Who will continue to be furloughed until further notice?

This will then inform the organisation on who is at risk when we reoccupy our premises and what risk controls to implement. We shall ensure that prior to reoccupation, reopening checks are undertaken to ensure all necessary COVID-19 risk control measures can be implemented.

Arrangements

The following sections sets out the arrangements TAGT has put in place to fulfil its commitment to controlling the risks presented by COVID-19 at work.

Attendance

No one with symptoms should attend our setting for any reason. Eligible participants (including priority groups) will be encouraged to attend, unless they are self-isolating, or they are clinically vulnerable (in which case they should follow medical advice). If someone in their household is clinically extremely vulnerable, they should only attend if we are able to adhere to stringent social distancing, and the participant is able to understand and follow those instructions. Families will be instructed to notify us as normal if their child is unable to attend so that staff can explore the reason with them and address barriers together.

Effective infection protection and control

There are important actions that participants, their parents and our staff can take during the COVID-19 outbreak to help prevent the spread of the virus.

Although it is difficult to put some of these measures in place in practice, particularly with younger children, protective measures are possible. Hygiene will continue to be important in our setting.

Preventing the spread of COVID-19 involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions will be employed to do this. These can be seen as a Hierarchy of Controls that, when implemented, create an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- Minimising contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend our setting;
- Cleaning hands more often than usual – wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly (using disposable hand towels, where possible) or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered;
- Ensuring good respiratory hygiene – promoting the 'catch it, bin it, kill it' approach;
- Cleaning frequently-touched surfaces often using standard products, such as detergents; and
- Minimising contact and mixing by altering, as much as possible, the environment (such as studio layout) and timetables (such as staggered break times).

Notices and posters promoting infection control best practice will be displayed throughout our buildings. The 'Staying COVID-19 Secure in 2020' poster will be displayed in the lobby and waiting areas.

COVID-19 Risk Assessment

The organisation shall make a suitable and sufficient assessment of the risks presented by COVID-19 in the workplace. The assessment will be documented, and a record made of all significant findings. Results of the risk assessment will be shared with all staff. The assessment will be reviewed periodically and/or when circumstances change to ensure it remains suitable and sufficient.

Vulnerable Persons Risk Assessment

The organisation recognises that certain people may be at increased risk of severe illness from COVID-19. Clinically extremely vulnerable individuals are advised not to attend. Clinically vulnerable individuals who are at higher risk of severe illness should work from home where possible. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they will be offered the safest available on-site role to ensure that they can stay two metres away from others wherever possible. If they have to spend time within two metres of other people, we will carefully assess and discuss with them whether this involves an acceptable level of risk.

Employees who are living with a shielded or clinically vulnerable person can attend the workplace. If an employee lives in a household with someone who is extremely clinically vulnerable, it is advised that they only attend the workplace if stringent social distancing can be adhered to. If this is not possible, we do not expect those individuals to attend and they will be supported to work from home.

The organisation will undertake an individual risk assessment for the above categories to identify appropriate controls to ensure their health and safety.

Social distancing

The organisation will assess all work activities to ensure that they meet social distancing measures. To achieve this, the organisation will avoid crowding and minimise opportunities for the virus to spread by maintaining a distance of at least two metres (three steps) between individuals wherever possible. This advice applies both to inside the workplace and to where staff may need to interact with customers, contractors or visitors.

The organisation will ensure that:

- Where it is possible to maintain two metres between persons, floor markings are used to indicate appropriate distancing (particularly in crowded areas);
- Where it is not possible to maintain two metres between persons, staff work side-by-side, or facing away from each other, rather than face-to-face (if possible);
- Entry is controlled so that the premises do not become overcrowded;
- Additional signage is used to ask customers not to enter the premises if they have symptoms;
- As much as possible, teams of workers are kept together (cohorting) and these teams are kept small as possible; and

Infection control and effective hygiene

There are important actions that employees can take to help prevent the spread of COVID-19. The organisation will promote:

- Regular and thorough handwashing by employees and cleaning hands more often than usual;
- Good respiratory hygiene (the 'catch it, bin it, kill it' approach); and
- No handshaking or physical contact.

The organisation will also:

- Place sanitising hand rub dispensers in prominent places around the workplace and make sure that they are refilled regularly;
- Make tissues available in the workplace for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them;
- Minimise contact with individuals who are unwell by ensuring that those who are diagnosed with or displaying symptoms of COVID-19 do not attend the workplace; and
- Minimise contact with other employees by altering, as much as possible, the environment (such as office layout) and eating areas (such as staggered break times).

Notices and posters promoting infection control best practice will be displayed throughout our buildings. The 'Staying COVID-19 Secure in 2020' poster will be displayed in reception.

Personal protective equipment (PPE), including face coverings and face masks

Wearing a face covering or face mask in educational settings under normal conditions is not recommended by government. Accordingly, we will not require staff or participants to wear face coverings. Changing our habits, cleaning and hygiene are effective measures in controlling the spread of the virus.

Most of our staff will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of two metres from others. PPE will only be needed in a very small number of cases, including:

- If a participant becomes unwell with symptoms of COVID-19 while in our setting, a face mask should be worn by the supervising adult, if a distance of two metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.
- If a pupil becomes unwell with non-COVID-19 symptoms, they should be treated as normal with no specific additional PPE requirements.

Shielded and clinically vulnerable participants

For the vast majority of children and young people, COVID-19 is a mild illness. Participants who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. Therefore, we do not expect these participants to be attending our setting, and they will continue to be supported at home as much as possible. Clinically vulnerable (but not clinically extremely vulnerable) participants are those considered to be at a higher risk of severe illness from COVID-19. If any of our participants fall into this category, their parents should follow medical advice.

Shielded and clinically vulnerable adults

Clinically extremely vulnerable individuals are advised not to work outside the home. The government has strongly advised people who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from COVID-19 and who have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work.

Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions) have been advised to take extra care in observing social distancing and should work from home where possible. We will endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they will be offered the safest available on-site roles to ensure that they can stay two metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within two metres of other people, we will carefully assess and discuss with them whether this involves an acceptable level of risk.

Living with a shielded or clinically vulnerable person

If a participant or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend our setting.

If a pupil or staff member lives in a household with someone who is extremely clinically vulnerable, it is advised that they only attend our setting if stringent social distancing can be adhered to and, in the case of participants, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They will be supported to participate or work at home.

Workshop or group sizes

We know that, unlike older children and adults, primary-age children cannot be expected to remain two metres apart from each other and staff. We will therefore work through the hierarchy of measures set out above which, in summary, includes:

- Avoiding contact with anyone with symptoms;
- Frequent hand cleaning and good respiratory hygiene practices;
- Regular cleaning of settings; and
- Minimising contact and mixing between cohorts.

We appreciate that it is still important to reduce contact between people as much as possible, and we will achieve this and reduce the transmission risk by ensuring participants and staff, where possible, only mix in a small, consistent group and that small group stays away from other people and groups.

We will follow Public Health England (PHE) guidance for schools and colleges on social distancing, regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus to lower the risk of transmission.

Where we can keep participants in small groups two metres away from each other, we will do so. While in general groups will be kept apart, brief, transitory contact, such as passing in a corridor, is deemed to be low risk.

For junior sessions there will be no more than 15 pupils/students per small group and two to three members of staff. Each individual will have their own chair and work station and these will be spaced as far apart as possible. All drama practices will be risk assessed for social distance and for touch contagion via costume/props

For senior sessions similar principles will apply.

Planning and organising

Prior to welcoming our participants and staff back, we will:

- Refresh our risk assessment and other health and safety advice for participants and staff considering recent government advice, identifying protective measures (such as the things listed below). Also ensure that all health and safety compliance checks have been undertaken before opening.

- Organise sessions, as described in the 'class or group sizes' section above.
- Organise our studios for those groups, maintaining space between seats where possible.
- In refreshing the timetable:
 - Decide which activities will be delivered;
 - Consider which activities could take place outdoors;
 - Stagger break times if necessary so that all pupils/students are not moving around the setting at the same time;
 - Stagger drop-off and collection times;
 - Plan parents' drop-off and pick-up protocols in a way that minimises adult-to-adult contact;
 - Consider how play equipment (costume, props etc) is used, ensuring that it is appropriately cleaned between groups of participants using it and that multiple groups do not use it simultaneously.
- Remove unnecessary items from studios where there is space to store it elsewhere.
- Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).

Communication

We will communicate our plans as follows:

- Telling participants, parents, carers or any visitors, such as suppliers, not to enter our setting if they are displaying any symptoms of COVID-19;
- Telling parents that if their child needs to be accompanied to our setting, only one parent should attend;
- Telling parents and young people their allocated drop-off and collection times and the process for doing so, including protocols for minimising adult-to-adult contact (for example, which entrance to use);
- Making it clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which will be conducted safely);
- Talking to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times);
- Communicating as early as possible with contractors and suppliers that will need to prepare to support our plans for opening (for example, cleaning, catering, food supplies, hygiene suppliers, etc.);
- Discussing with cleaning contractors or staff the additional cleaning requirements and agreeing additional hours to allow for this as appropriate.

For cleaning and hygiene:

- Follow government guidance on cleaning, including:
 - Cleaning an area with normal cleaning products after someone with COVID-19 has left to reduce the risk of passing the infection on to other people;
 - Wearing disposable gloves and aprons for cleaning (these will be double-bagged, stored securely for 72 hours, then thrown away in the regular rubbish after cleaning is finished);
 - Using disposable cloths, first clean hard surfaces with warm soapy water, then disinfect these surfaces with normal cleaning products (paying particular attention to frequently-touched areas and surfaces, such as bathrooms, handrails, stairwells and door handles);
 - Where an area has been heavily contaminated, such as with visible bodily fluids, from a person with COVID-19, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron; and
 - Washing hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.
- Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, we will provide hand sanitiser in studios.
- Clean surfaces that participants are touching – such as toys, desks, chairs, doors, sinks, toilets, light switches and bannisters – more regularly than normal.
- Ensure that all adults and pupils/students:
 - Frequently wash their hands with soap and water for 20 seconds and dry thoroughly;
 - Wash their hands on arrival at the setting, before and after eating, and after sneezing or coughing;
 - Are encouraged not to touch their mouth, eyes and nose; and
 - Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- Ensure that help is available for pupils/students who have trouble cleaning their hands independently.
- Ensure that bins for tissues are emptied daily.
- Where possible, all spaces will be well ventilated using natural ventilation (opening windows) or ventilation units.

Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit the use of door handles and aid ventilation.

Cleaning regime

It is possible that COVID-19 can be spread by touching contaminated surfaces and then touching your eyes, nose and mouth. Cleaning an area with normal household disinfectant will reduce the risk of passing the infection on to other people. The organisation recognises the importance of a thorough and effective cleaning regime and has created a Cleaning Schedule and will introduce cleaning of regularly-used hand contact points throughout the working day. These include:

- Door handles;
- Banisters;
- Window handles; and
- Regularly-touched items.

Food

Staff are encouraged to bring in their own food to work each day.

- Staff wash their hands using soap and water for 20 seconds before and after eating;
- Areas are kept clean and tidy and dirty dishes are put in the dishwasher (where applicable);
- A frequent clean and disinfect regime of regularly-touched surfaces is in place, using standard cleaning products; and
- Meal times are extended/staggered to avoid crowding.

Site visitors and contractors

TAGT will need to take the necessary measures to protect staff from the risks of COVID-19 through visitors, contractors and others coming to site. Unless absolutely essential, the organisation will aim to limit visitors and contractors to the workplace in order to reduce the risk of transmission. If visitors attend our site, we shall seek assurances that all visitors have implemented their own COVID-19 arrangements to include the protection of others. All visitors shall be inducted by their host and:

- Will be made aware of our COVID-19 arrangements;
- Will be given adequate information to ensure their safety, including emergency information;
- Must adhere to applicable health and safety instructions and rules during their visit; and
- Must wear any protective clothing as required.

Any accidents/incidents involving visitors are reported through the accident reporting arrangements.

Employees visiting other premises

TAGT will carry out a risk assessment of all employees who undertake visits to other places as part of their work and shall appraise them of the measures they need to take to protect themselves from contracting COVID-19. The assessment will consider the safest form of transport.

When driving to a client/customer's site, employees should ensure that they have adequate alcohol hand rub with them in order to clean their hands before onward travel. The interior of the car and door handles will need to be regularly cleaned.

First aid

TAGT will undertake a first aid risk determine the level of first aid provision required on site. The assessment will take into account:

- The status of the business (open or partially open);

- The activities that continue and the level of risk they present; and
- The number of staff on site and the availability of trained first aiders and training of other persons who can respond to an incident.

The risk assessment will be reviewed regularly to ensure such arrangements are adequate.

Accidents and incidents

Certain COVID-19 incidents are RIDDOR reportable. The organisation shall ensure that a report is made under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) in relation to COVID-19 when:

- An unintended incident at work has led to someone's possible or actual exposure to COVID-19. This must be reported as a dangerous occurrence.
- A worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- A worker dies as a result of occupational exposure to COVID-19.

What happens if someone becomes unwell at our setting?

If anyone becomes unwell with a new, continuous cough or a high temperature in our setting, they will be sent home and advised to follow government guidance for households with possible COVID-19 infection.

If a participant is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least two metres away from other people.

If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE will be worn by staff caring for the child while they await collection if a distance of two metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they will not need to go home unless they develop symptoms themselves or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal cleaning products after someone with symptoms has left to reduce the risk of passing the infection on to other people.

What happens if there is a confirmed case of COVID-19 in our setting?

When a participant or staff member develops symptoms compatible with COVID-19, they will be sent home and advised to self-isolate for seven days. Their fellow household members should self-isolate for 14 days. All staff and participants who are attending our setting will be informed and advised to request a test.

Where the pupil or staff member tests negative, they can return to our setting and the fellow household members can end their self-isolation.

Statutory checks

TAGT will ensure that statutory inspections as required under health and safety legislation such as PAT testing, continue to be undertaken. If difficulty is encountered trying to arrange for the inspection and the due date expires, the organisation will undertake and document a separate risk assessment if it wishes to continue using the equipment. The assessment will demonstrate whether it is safe to continue to use the equipment and reasons for arriving at that decision.

Fire safety

TAGT recognises it is likely that our fire risk has changed during the lockdown. As such, we will review our Fire Risk Assessment to ensure it remains compliant with the Regulatory Reform (Fire Safety) Order 2005 and communicate findings to all staff. Prior to reoccupying the workplace, we shall ensure that fire alarms and emergency lighting functions properly, all fire extinguishers are in their correct location, and fire doors are robust. We will also ensure that we have a sufficient number of fire marshals in place to undertake proactive checks and respond in the event of an emergency situation.

Dealing with emergencies

TAGT will develop an effective COVID-19 Emergency Plan outlining how it will deal with a suspected case of COVID-19 in the workplace. The plan will be communicated across TAGT so that everyone understands what action will need to be taken should someone experience symptoms or be confirmed as having the virus. In the event of a suspected case of COVID-19 where the person potentially could have spread this to others, we will communicate all relevant findings and necessary actions to those affected, including employees and other relevant parties.

Staff information and training

TAGT will provide clear instructions and information and adequate training to its employees on COVID-19. We will ensure that everyone has the right level of information and training on:

- The hazards and risks they may face, if any;
- The measures in place to deal with those hazards and risks, if necessary; and
- How to follow any emergency procedures.

Employees will also be reminded that they also have responsibilities under health and safety law to:

- Take care of their own health and safety and that of others;
- Co-operate with their employer to help us comply with health and safety legislation;
- Follow any instructions or health and safety training provided;
- Tell us about any work situations that present a serious and imminent risk; and
- Let us know about any other failings they identify in our health and safety arrangements.

The organisation will select the most appropriate means of effectively providing information and training on COVID-19

Monitoring

TAGT recognises the importance of checking that we are managing COVID-19 risks in the workplace. Such checks provide the confidence that the control measures and other arrangements we have implemented are working properly or, if not, how we could do things better in the future.

We will set up an effective COVID-19 monitoring system in which we will proactively manage the risk through a programme of workplace checks performed at suitable intervals. We will also monitor the health of employees on entry and during the working day to ensure no risks are introduced.

Review

TAGT will review this policy on a regular basis to ensure it remains effective and aligns with current government guidance and legislation. We will work with staff to assess what is and isn't working and continually refine our controls so that they offer the best possible protection against COVID-19.