



HSP 31 COVID-19 PROCEDURE

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Prepared by:	Owen A. Harding
Approved by:	Mark Batch



Index of HSP 31

1	Purpose	3
2	Scope	3
3	Responsibility	3
4	Procedure.....	3
5	Review.....	6



1 Purpose

This purpose of this procedure is to include the measures we are actively taking to mitigate the spread of COVID-19. It is vital you follow all these procedures diligently, to sustain a healthy and safe workplace in this unique environment. It is important that we all respond responsibly and transparently to these health precautions and we assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This COVID-19 procedure is susceptible to changes with the introduction of additional governmental guidelines.

2 Scope

This procedure applies to all employees, contractors and visitors who work at / visit Boughey Distribution Limited premises (Wardle / Crewe) and those employees working from home. We strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

3 Responsibility

The Managing Director has overall responsibility for this procedure. The Area Manager shall be responsible for the implementation of this procedure. The Health and Safety Manger and his appointed deputy will be responsible for auditing / reviewing this procedure.

4 Procedure

Boughey Distribution Limited Employees:

All employees of Boughey Distribution Limited will adhere to this procedure and subsequent procedures at all times. Failure to follow these instructions may result in disciplinary action being taken.

1. Employees experiencing symptoms shall follow HM governmental / PHE guidance, self-isolate and inform their Area Manager as soon as possible. Under no circumstances shall employees experiencing symptoms attend site. Information on symptoms of COVID-19 can be found via <https://www.gov.uk/coronavirus>.
2. Employees may be required to submit to thermal scanning at the start of their shift. Results shall be recorded and held by the Health and Safety Department.
3. All employees shall maintain a minimum distance of 2 metres away from others at all times where practicable (Social Distancing). Employees who cohabit are exempt from this, but are required to maintain a minimum distance of 2 metres away from others who do not cohabit in the same household at all times where practicable.
4. Employees shall be required to wear a suitable and sufficient face covering during training / instruction purposes (inclusive of container work) and maintain a distance of 1 metre where social distancing of 2 metres cannot be safely observed.
5. Suitable and sufficient face coverings shall be worn by employees in all designated mandatory face covering areas.
6. All employees shall wash / sanitise hands as advised by governmental guidance.
7. All employees shall sanitise equipment and work stations prior to operation.
8. Employees who have come in to contact with those experiencing symptoms should call 111 for further advice and guidance on next steps, including potential self-isolation.
9. Employees with concerns relating to COVID-19 and their workplace should raise their concerns immediately to their Area Manager, Health and Safety Department or Area Safety Representative.



10. Where Personal Protective Equipment (PPE) has been provided as a result of Risk Assessment, the employee shall wear it at all times.
11. Employees shall not share equipment such as knives or PPE that has been provided to them with others.
12. All employees shall be issued with personal hand sanitiser. Employees shall inform their Area Management when a replacement is required.
13. All employees shall follow all information, instruction and training provided to them relating to COVID-19.

Contractors:

1. Contractors experiencing symptoms shall follow HM governmental / PHE guidance, self-isolate and inform their Area Manager as soon as possible. Under no circumstances shall employees experiencing symptoms attend site. Information on symptoms of COVID-19 can be found via <https://www.gov.uk/coronavirus>.
2. Prior to being allowed on site, all contractors shall be required to submit COVID-19 Risk Assessments and Method Statements / Work Instructions.
3. Permits to Work shall be left in a 'Drop Box' point, in order to avoid physical contact with the permit issuer.
4. All contractors shall maintain a minimum distance of 2 metres away from others at all times where practicable (Social Distancing).
5. All contractors shall wash / sanitise hands as advised by governmental guidance.
6. Contractors showing symptoms of COVID-19 shall be required to leave site immediately.
7. Contractors with concerns relating to COVID-19 and their area of work should raise their concerns immediately to the Area Manager of their working location, Boughey Distribution Health and Safety Department, Area Safety Representative and / or their employer.
8. All contractors shall follow all information and instruction provided to them relating to COVID-19.
9. HM governmental / PHE face covering guidance to be followed at all times.

Visitors (Customers / Clients / Others)

1. Where practical, face to face meetings shall be conducted via video / conference calls to avoid physical contact and non-essential travel.
2. Visitors experiencing symptoms shall follow HM governmental / PHE guidance, self-isolate and inform their Area Manager as soon as possible. Under no circumstances shall employees experiencing symptoms attend site. Information on symptoms of COVID-19 can be found via <https://www.gov.uk/coronavirus>.
3. All visitors shall maintain a minimum distance of 2 metres away from each other at all times where practicable (Social Distancing).
4. All visitors shall wash / sanitise hands as advised by governmental guidance.
5. Visitors who have come in to contact with those experiencing symptoms should call 111 for further advice and guidance on next steps, including potential self-isolation.
6. Visitors showing symptoms of COVID-19 shall be required to leave site immediately.
7. Visitors with concerns relating to COVID-19 and their area of work should raise their concerns immediately to their Point of Contact or Boughey Distribution Health and Safety Department.
8. All visitors shall follow all information and instruction provided to them relating to COVID-19.
9. HM governmental / PHE face covering guidance to be followed at all times.

Isolation Periods

From 16th August 2021 individuals who are fully vaccinated or under 18 years 6 months old do not need to self-isolate if they've had close contact with someone who has COVID-19.



Those employees who have not received both vaccines, the below self-isolation periods shall apply:

1. If an employee lives with an individual who shows symptoms of COVID-19, that employee must self-isolate until the individual has had a COVID-19 test and those results have returned as negative.
2. If an employee lives with an individual who has tested positive for COVID-19, that employee must self-isolate for 10 days regardless of a negative test result for themselves (due to the incubation period of the virus).
3. If an employee begins to show symptoms of COVID-19, that employee must self-isolate and book a COVID-19 test. That employee may return to work if their test results return as negative.
4. If an employee experiences symptoms of COVID-19 and has tested positive, that employee must self-isolate for a period of 10 days from when the symptoms began.
5. If an employee tests positive but does not experience symptoms, that employee must self-isolate for a period of 10 days, beginning from the test date.
6. Employees that are classed as being in 'close contact' with an individual who has tested positive for COVID-19 or contacted by NHS Track and Trace must self-isolate for 10 days regardless of a negative test result for themselves (due to the incubation period of the virus).

An employee may be required to stay in self-isolation if the following symptoms are present after the 10-day period:

- A high temperature or feeling hot and shivery.
- A runny nose or sneezing.
- Feeling or being sick.
- Diarrhoea.

Only when these symptoms have gone may an employee stop self-isolation. The employee must not return to work until 48 hours after they've stopped.

Further information on self-isolation can be found <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/>

Workplace Testing

The business has taken the decision not to implement Lateral Flow Testing other than that outlined below at this time.

NHS COVID-19 App

The business supports the download and use of the NHS COVID-19 App. As a result, the business understands that employees may be 'pinged' and advised to self-isolate if they have been in contact with a positive COVID individual (determined by a measure of time, distance and calculation of risk). In this event the business will determine critical workers who will not be required to self-isolate on a case-by-case assessment. These workers will however, be required to conduct daily Lateral Flow Testing in accordance with HM governmental / PHE guidance.

Summary

It is the duty of all employees while at work, and in line with this procedure, to take reasonable care of the health and safety of themselves and other persons who may be affected by their acts or omissions whilst at work. As regards to any duty or requirement imposed on Boughey Distribution Limited, we expect employees co-operate so far as is necessary to enable that duty or requirement to be performed or complied with.



No one shall intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare, specifically related to this policy. Employees are expected to adhere to the legislation and guidance within this procedure. If any employee knowingly breaches the guidance set out in this procedure, disciplinary action may be taken.

4.1 Auditing

This procedure shall be audited in accordance with HSP13 Health and Safety Auditing.

5 Review

This COVID-19 procedure will be reviewed on an ongoing basis, subject to change with the introduction of additional governmental guidelines.