



## HEALTH AND SAFETY POLICY: WORKING SAFELY DURING COVID-19 POLICY

### 1. Introduction

This Policy objective is to help and give instructions to TAG Aviation employees working at Farnborough Airport, contractors and all visitors to our offices in order to work safely during the COVID-19 pandemic.

The Working Safely during COVID-19 Policy has been prepared by TAG Health and Safety Executive in partnership with Staff with reference to UK Government guidelines and in accordance with the Farnborough Airport Health and Safety Policy.

### 2. Health and Safety Risk Assessment

In context of COVID-19 to comply with the guidelines set out by the Government, TAG Aviation is making every reasonable effort to identify potential risks to Occupational Health caused by COVID-19 in our offices.

The identified risks are assessed in accordance with HSE Guidelines on Health and Safety Risk Assessments.

TAG is committed to implement and enhance all the necessary actions to eliminate or reduce the potential Occupational Health threats to the lowest reasonably practicable level.

### 3. Who should go to work?

The objective set by the government is that everyone should work from home unless their role is critical for business and operational continuity, safe facility management, or regulatory requirements and which cannot be performed remotely or may be needed on site.

Workers in critical roles which might be performed remotely but who are unable to work remotely due to home circumstances or the unavailability of safe enabling equipment, may also be able to be on site.

3.1. People at higher risk, not including clinically extremely vulnerable, but including clinically vulnerable should be asked to take special care in observing social distancing. If they cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2 metres away from others.

3.2. In applying the Equality in the Workplace requirements, TAG Aviation will be mindful of the particular needs of different groups of workers and individuals.

#### **4. Social Distancing at Work**

2 metres social distancing must be maintained in the workplace wherever possible. Where the 2 metres social distancing guidelines cannot be followed it should be considered whether that activity needs to continue for the business to operate. If it does, 1 metre+ social distancing measures need to be in place, meaning mitigating action should be taken to reduce the risk of transmission in addition to maintaining 1 metre social distancing.

These should include:

- Increasing the frequency of handwashing and cleaning
- Shortening the activity time
- Using screens or barriers to separate people from each other
- Using back to back or side to side working
- Reducing the number of people each person has to contact
- Splitting teams to work with the same people to prevent unnecessary contact with other staff members
- Increasing ventilation
- Wearing a face covering in crowded indoor environments

This applies to all areas of the business including entrances/exits, break rooms, meeting rooms and similar settings.

#### **5. Coming to Work/Leaving Work**

To assist with social distancing, work start times can be staggered, having multiple entry points into the workplace and make use of markings and one-way flow at entry/exit points.

#### **6. Handwashing**

Handwashing facilities or hand sanitiser where not possible, at entry/exit should be provided where surfaces need to be touched to open doors. Additional units may be identified to ensure ease of access.

## **7. Moving around Buildings**

Social distancing throughout the workplace can be assisted by discouraging non-essential trips within the site, restricting access between areas, introducing one-way flow, or regulating high traffic areas with signage. To assist with this, additional signage should be introduced at floor and eye height level, where possible, to encourage, remind and instruct that the 1 metre+ social distancing guidance is in place, in corridors and circulation areas, in line with TAG Aviation COVID-19 Risk Assessment. This should also include the outside entrances to buildings.

If some places with waiting and communal areas naturally attract gatherings or queues of people, floors should be marked with boxes, or lines for people to see how to separate by 2 metres. This may also apply to sliding, automatic or rotating doors.

Lifts should be discouraged where the maximum space does not allow social distancing. Where it is essential for someone to use a lift, they should follow directions and limit the number of persons in the lift as specified. This may be as few as one person per lift.

## **8. Workstations**

Workstations should be assigned to an individual and not shared where possible. Layouts should be reviewed and floorspaces marked to show where to keep a 2 metres distance. Where it is not possible to move workstations apart, arrange people working side by side or back to back. Workstations that are not useable due to social distancing restrictions should be clearly allocated. Cleaning of available workstations before and after use is to be put into effect.

## **9. Meetings**

To reduce transmission, use remote working tools such as Teams and Skype to avoid in person meetings, and only if absolutely necessary participants should attend, following 1 metre+ guidance. Meeting organisers should book a meeting room with consideration for the maximum occupancy available due to social distancing. Maximum room occupancy is denoted by a sign outside each room.

## **10. Common Areas**

To assure consistency with fellow tenants in a multi-tenant building TAG Aviation will adhere to the Farnborough Airport COVID-19 Health and Safety Policy and will work collaboratively with other tenants in measures taken. We will work as required with Farnborough Airport to implement the recommendations outlined in their Policy as well as our own. To make this possible, common areas will not be permitted to be used by TAG staff until the below considerations have been met:

- (a) Staggering break times to reduce pressure on the break rooms.
- (b) Using safe outside areas for breaks.
- (c) Creating additional space by using other parts of the workplace freed up by furloughed staff or remote working.
- (d) Installing screens to protect staff in receptions or similar area.
- (e) Encouraging workers to bring their own food.
- (f) Reconfiguring seating and tables to maintain spacing and reduce face to face interactions.
- (g) Regulating use of locker rooms, changing areas and other facilities. This may include the closure of facilities like urinals positioned next to each other.

## **11. Accidents Security and other Incidents**

In an emergency, an accident or fire, people will not be forced to be 2 metres apart as it would be unsafe, but afterwards, they are recommended to apply sanitation measures including washing hands. In addition, any one-way systems in place should not be followed in these scenarios as the immediate wellbeing takes priority.

### **11.1. RIDDOR Reporting of COVID-19**

In accordance with HSE guidelines you must only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:

- (a) an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.
- (b) 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.
- (c) a worker dies as a result of occupational exposure to coronavirus.

### **11.2. Return to Work Risk Assessment**

TAG Aviation absences related to COVID-19 are treated as per TAG Aviation Sickness Policy, in relation to COVID-19 Return to Work Risk Assessments are conducted for employees returning to work where absence falls in RIDDOR reporting of COVID-19 category.

Return to Work Risk Assessment will be conducted by a person or persons who are competent in the process of Return to Work Risk Assessment and who are familiar with the activity under assessment using the Return to Work Risk Assessment Form.

Once Return to Work Risk Assessment is performed it must be submitted to the HSE and HR Director via email.

This procedure meets the mandatory requirement of the Management of Health and Safety at Work Regulations 1999 (MHSW Regulations amended 2003) and of HSE INDG163 (Rev4) published 08/14 for employers to perform risk assessments of all workplace activities.

## **12. Managing Contacts**

Remote working is to be encouraged. Visitors should have social distancing and hygiene measures explained before arrival. If essential services/contractor visits, should be rescheduled where possible.

## **13. Providing and Explaining Guidance**

Clear guidance on social distancing and hygiene should be available on arrival, for example by signage and visual aids, as well as in advance by phone, website, email. Entry and exit routes for visitors and contractors should be reviewed to minimise contact.

#### **14. Cleaning**

To keep the workplace clean and prevent transmission by touching contaminated surfaces, frequent cleaning of work areas and equipment between uses, and of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements.

Where notification has been received that an infected person has been present in the Building, a thorough disinfection regime shall be implemented to clean objects (handles, bannisters, telephones etc.), and in the case of isolation, the room used and route taken.

#### **15. Hygiene**

To help everyone keep good hygiene everyday TAG Aviation will increase signage and posters to build awareness of good handwashing technique, the need to increase frequency, and set clear guidance for toilets to ensure social distancing is achieved as much as possible. Where possible paper towels should be provided and used as an alternative to hand dryers.

Showers and changing facilities can still be used with clear guidance to ensure they are kept clean and clear of personal items and social distancing is in place. Frequency of cleaning will be enhanced.

#### **16. Personal Protective Equipment (PPE)**

Personal Protective Equipment (PPE) protects the user against health and safety risks at work. Where employees already use PPE as part of their role, they should continue to do so.

When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.

TAG Risk Assessment shows where precautionary use of extra PPE to protect against COVID-19 is required.

There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms. Face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing, these other measures remain the best ways of managing risk in the workplace.

Face coverings should be used by all TAG users in enclosed spaces where 2 metres social distancing is not possible. This will be mandatory in accordance with the 1 metre+ social distancing guidance. It is important to use face coverings properly and wash your hands before putting them on and taking them off. TAG will co-ordinate with Farnborough Airport Environment Team to ensure that contaminated/used items are disposed of safely.



## **17. Work Related Travel**

TAG Aviation employees should minimise non-essential travel, and where possible work remotely.

## **18. Communication**

This Policy and other relevant safety documents are going to be shared by TAG Aviation with all employees, contractors and all building users to provide clear, consistent and regular guidelines of ways of safely working during the COVID-19 pandemic.

To make sure all TAG employees understand COVID-19 related safety documents the HSE will provide clear, consistent and regular communication to improve understanding and consistency. Regular updates will be provided via email and Line Managers should ensure their teams have had any changes explained to them.

## **19. References**

The documents associated with this Policy are:

- HM Government publication for Working safely during COVID-19 in offices and contact centres, issued on the 11th of May 2020
- TAG Meadowgate Office: Re-Opening Risk Assessment
- TAG Global Training Re-Opening Safety Case