

Health and Safety Policy COVID-19 Addendum

Introduction

This addendum to the IC Training Centre Health & Safety Policy relates specifically to COVID-19 and the actions required by employers and employees to maintain a safe system and place of work.

Scope

This policy applies to all our employees, learners, contractors and visitors.

COVID-19 Policy Statement

IC Training Centre and the Senior Management Team (SMT) recognise that there is a legal duty of care towards protecting the health and safety of its employees and others who may be affected by our activities during the COVID-19 pandemic.

In order to discharge our responsibilities, we will collectively:

- Bring this Policy Statement to the attention of all staff
- 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 staff on matters affecting their health and safety
- Comply fully with all relevant legal requirements and government guidance
- Eliminate risks to health and safety, wherever possible
- Encourage staff to identify and report hazards in relation to COVID-19 so that we can all contribute towards improving safety
- Ensure that 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 all employees are competent to do their tasks safely
- Provide information, instruction, training and supervision for employees; and
- Regularly monitor and revise policies and procedures as guidance changes.

COVID-19 Responsibilities

In addition to the responsibilities outlined in the full Health & Safety Policy, the following additional duties in relation to COVID-19 are acknowledged and recognised.

Responsibilities of the Managing Director

- To ensure that a written policy statement is created, reviewed and updated as the situation regarding COVID-19 evolves and guidance changes.
- That health and safety policies and procedures as are implemented consistently, across the entirety of the company
- Meaningful risk assessments are recorded to mitigate risks associated with COVID- 19

Responsibilities of the Centre Manager

To ensure that

- They communicate and consult with staff on COVID-19 issues
- They maintain a current knowledge, up to date with developments and guidance relating to COVID-19

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- Any issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- Any safety issues that cannot be dealt with are referred to SMT for action
- Safe systems of work are developed and implemented where needed
- Personal protective equipment (PPE) is made available and maintained where appropriate, and relevant staff are aware of the correct use of this and the procedures for its replacement

Responsibilities of the Health and Safety Officer

To ensure that

- Staff are able to report hazards and raise concerns and that such issues are addressed
- Training for staff is identified, undertaken and recorded to ensure that they are competent to carry out their work in a safe manner
- Any COVID-19 incidents inside and outside of work are recorded, investigated, responded to and reported where necessary

Responsibilities of Managers including Managers of Non-Teaching Staff

To ensure that

- They supervise their staff to ensure that they work safely and provide increased supervision for new, vulnerable and/or young workers
- Good communication is in place between management and employees, particularly where there are organisational and procedural changes implemented or required
- Employees are fully trained and competent to discharge their duties
- Where necessary, they acknowledge and look to offer additional support to any employees who are experiencing additional stress outside of work, e.g., bereavement, illness of family members or anxiety about the general safety of their loved ones.

Responsibility of staff carrying out cleaning duties

To ensure that

- Chemicals are used appropriately and that contact times are followed.
- All safety rules are observed
- All written or verbal instructions given to them to ensure their personal safety and the safety of others are followed
- They dress as appropriate for their work activities, with PPE worn as appropriate

Responsibilities of all staff

To ensure that they

- Follow any information, instruction, training and supervision provided to them regarding looking after their health, safety and wellbeing (including mental health) during the COVID- 19 outbreak
- Raise any issues or concerns with their line manager or safety representative where applicable.

Review

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.

C. J.
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