

## Police Federation of England and Wales Safe Working Procedure - Covid 19

The details in the table below have been implemented as a Safe Working Procedure (SWP) following a Covid 19 Risk Assessment.

This document will be amended and updated as and when any changes in Government and scientific advice are received. Activities may need to be added, amended, or removed depending on the impact of any such changes. Staff and Federation officers/representatives will be regularly reminded of the Covid control measures that are in place and the need to follow all the relevant procedures. Managers will be responsible for ensuring that the appropriate Covid-related procedures are being followed by their staff.

This SWP must be followed by all staff and Federation officers/representatives who attend Police Federation House (PFH).

### **Police Federation House (PFH) Covid Single Point of Contact (SPOC):**

- Sarah Sumpter, Senior Manager, Operations - located in the Ops area on level 1. Contact details: 07973272956 / [sarah.sumpter@polfed.org](mailto:sarah.sumpter@polfed.org)

### **PFH Covid Leads:**

- Ian Feasey, Facilities Manager - located in the Facilities Office on the Ground floor. Contact details: 07738 688768 / [ian.feasey@polfed.org](mailto:ian.feasey@polfed.org)
- Stuart Noble, Federation House Manager - located in the Federation House Office on the Ground floor. Contact details: [stuart.noble@polfed.org](mailto:stuart.noble@polfed.org)

### **PFH Health and Safety Lead:**

- Phil Day, Head of HR - located in the HR Office on Level 1. Contact details: 07951 349942 / [phil.day@polfed.org](mailto:phil.day@polfed.org)


	Activity	Control measures	PFH actions to aid staff/contractors to comply
1	<p>Staff member or Federation officer / representative arriving at PFH with symptoms which may indicate the possibility of having contracted Covid 19</p>	<ul style="list-style-type: none"> <li>• Any staff member or Federation officer/representative who has any of the following will be instructed <b>not</b> to come to PFH and to follow government guidance on self-isolation:               <ul style="list-style-type: none"> <li>○ a high temperature</li> <li>○ a new, continuous cough</li> <li>○ a loss of, or change to, your sense of smell or taste</li> <li>○ within 10 days of being in contact with someone infected with Covid-19, unless they are:                   <ul style="list-style-type: none"> <li>○ fully vaccinated (14 days have passed since your final dose of Covid-19 vaccine given by the NHS)</li> <li>○ not vaccinated for medical reasons</li> <li>○ Under 18yrs &amp; 6 mths old</li> <li>○ Part of a Covid 19 vaccine trial</li> </ul> </li> </ul> </li> <li>*staff and Federation officers / representatives should self-isolate immediately and do a PCR test if they develop Covid 19 symptoms</li> <li>• Fully vaccinated contacts of someone with Covid-19 should take rapid lateral tests every day for 7 days. If you test positive or develop symptoms you must self-isolate. You can stop self-isolating after 6 days instead of 10 days if you get 2 negative lateral flow results on day 5 &amp; 6. Tests must be 24 hours apart.</li> <li>• If a staff member or Federation officer/representative develops any of the above symptoms while at work, they must:</li> </ul>	<ul style="list-style-type: none"> <li>• All persons entering PFH <b>must</b> do so through the main front door entrance and will be subject to a temperature check using a thermographic temperature booth.</li> <li>• Anyone with a temperature of 38 degrees or more will not be allowed entry and will be instructed to seek medical advice.</li> <li>• There are hand sanitiser stations at every entrance, exit, drinks' point, outside lifts and in the restaurant area. Extensive hand-washing facilities are also available.</li> <li>• Face coverings are a legal requirement (unless you are exempt) and must be worn in all public areas except when eating or drinking (seated); face coverings are available at Reception and gloves will be provided to any person wishing to use them.</li> <li>• Perspex screens remain in place between Reception and visitors to protect staff.</li> <li>• Cleaning and sanitising are carried out regularly throughout the day including door handles, handrails, surfaces, toilets, and wash hand basins using appropriate strength cleaning solution. Bins are regularly emptied.</li> </ul>

		<ul style="list-style-type: none"> <li>○ Ensure that their manager or supervisor is informed immediately</li> <li>○ Return home immediately</li> <li>○ Avoid touching anything</li> <li>○ Ensure that any cough or sneeze is directed into a tissue which should then be placed into a bin If a tissue is unavailable, then they should cough and sneeze into the crook of their elbow</li> <li>○ They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li> </ul> <ul style="list-style-type: none"> <li>● If a staff member or Federation officer/representative tests positive for Covid-19 within 48 hours of being at work, they must contact their line manager and/or the Federation House Manager who will inform the PFH Covid SPOC.</li> </ul>	<ul style="list-style-type: none"> <li>● All Covid-related communications will be under the guidance of the PFH Covid SPOC.</li> </ul>
2	Contracting/transmitting of Covid 19 whilst travelling to or from work	<ul style="list-style-type: none"> <li>● Staff and Federation officers/representatives are advised to wash their hands for a minimum of 20 seconds as soon as they enter PFH and <u>before</u> starting work.</li> </ul>	<ul style="list-style-type: none"> <li>● All staff must work from home unless unable to do so from an operational perspective.</li> <li>● Sufficient parking/cycle racks are available.</li> <li>● If public transport is the only means for a member of staff to get to and from PFH, face coverings and gloves can be obtained from Reception.</li> </ul>
3	Ventilation	<ul style="list-style-type: none"> <li>● The Facilities Team will ensure that adequate ventilation is maintained throughout PFH.</li> </ul>	<ul style="list-style-type: none"> <li>● Natural 'fresh air' ventilation will be maintained by opening windows and 'non-fire' doors.</li> <li>● Filtered air is circulated via a TermoDeck filtration system 3x per hour</li> </ul>

4	Moving around and working in PFH	<ul style="list-style-type: none"> <li>• Social distancing is preferred when space and availability permits. We encourage the use of face coverings if social distancing cannot be achieved.</li> <li>• Face coverings are a legal requirement (unless you are exempt) and must be worn in all public areas except when eating or drinking (seated); face coverings are available at Reception and gloves will be provided to any person wishing to use them.</li> <li>• Staff and Federation officers/representatives are advised to wipe down desks and equipment before and after use. All waste should be placed in a bin.</li> <li>• Staff and Federation officers/representatives are advised to wash their hands and use hand sanitiser throughout the day, especially prior to eating.</li> </ul>	<ul style="list-style-type: none"> <li>• Perspex screens are in place in some areas i.e., reception to protect staff.</li> <li>• Desk cleaning stations are available throughout the administrative offices on Level 1.</li> <li>• Toilets are single use only and have had engaged/vacant signs added to ensure that only one person at a time can use a toilet</li> </ul>
5	Emergency Procedures	<ul style="list-style-type: none"> <li>• Staff and Federation officers/representatives are advised to make themselves aware of which members of staff present are first aid trained.</li> <li>• Reception staff are advised on which first aid staff are present in the office.</li> </ul>	<ul style="list-style-type: none"> <li>• First aid staff are advised that they should call 999 if they believe that it will not be safe for them to aid a person who has fallen ill or has had an accident during the Covid pandemic.</li> <li>• All first aid equipment boxes contain face coverings and gloves along with regular equipment.</li> <li>• Social distancing may be ignored if there is a need to evacuate the building.</li> </ul>

			<ul style="list-style-type: none"> <li>If a person becomes ill whilst in the office, then area in which they were working will be isolated in order that it can be thoroughly cleaned and sanitised prior to it being used again.</li> </ul>
6	Meetings	<ul style="list-style-type: none"> <li>Meetings without restriction on numbers are permitted; however, attendees are advised to be mindful of current conditions and to observe safety measures.</li> </ul>	<ul style="list-style-type: none"> <li>Where possible, meeting rooms will be set up for social distancing</li> </ul>
7	Apartments/Hotel	<ul style="list-style-type: none"> <li>There are currently no restrictions on occupancy levels; however, guests are advised to be mindful of the current conditions and safety measures.</li> </ul>	<ul style="list-style-type: none"> <li>Housekeeping services bedrooms during stays only on request and cleans after departure, one hour after guests have vacated the room.</li> <li>Housekeeping staff will wear Personal Protective Equipment (PPE) as required.</li> </ul>
8	Catering/vending machines/Bar	<ul style="list-style-type: none"> <li>The restaurant and bar areas are fully open to service staff, Federation officers/representatives and guests.</li> </ul>	<ul style="list-style-type: none"> <li>No table service is being offered: all meals are served via trays which are collected at the end of the buffet counter.</li> <li>Perspex screens remain in place on the buffet counter.</li> <li>Customers should return trays to the tray stacker.</li> <li>There is regular sanitising of all furniture and surfaces.</li> </ul>
9	IT equipment faults/maintenance	<ul style="list-style-type: none"> <li>IT staff are available to help staff with IT equipment, fault/maintenance issues.</li> <li>For any work that cannot be carried out remotely, users are asked to stand at a safe 2m distance for the duration of the work.</li> </ul>	<ul style="list-style-type: none"> <li>IT staff are available to ensure that any IT-related equipment is maintained where needed.</li> <li>IT staff will ask users to move 2m away whilst dealing with any issues and will then sanitise all equipment prior to carrying out any maintenance. When the problem is resolved IT staff will again sanitise all equipment prior to handing it back to the user.</li> </ul>

10	Facilities: General use of tools	<ul style="list-style-type: none"> <li>Where the use of tools by more than one staff member cannot be avoided, staff will thoroughly wash their hands and use hand sanitiser regularly as well as using rubber gloves.</li> </ul>	<ul style="list-style-type: none"> <li>Tasks are organised so that they are carried out separately as much of the time as possible; however, when this is not possible, staff should observe social distancing wherever possible and wear a mask if they have to work in close proximity. In such circumstances the duration of the task should be as short as possible.</li> </ul>
11	Personal Protective Equipment [PPE]	<ul style="list-style-type: none"> <li>Face coverings are a legal requirement (unless you are exempt) and must be worn in all public areas except when eating or drinking (seated); face coverings are available at Reception and gloves will be provided to any person wishing to use them.</li> </ul>	<ul style="list-style-type: none"> <li>There are clear instructions and signage regarding the use and recommendation of PPE.</li> </ul>
12	Gym	<ul style="list-style-type: none"> <li>The gym is open for guests, staff, and Federation officers/representatives.</li> </ul>	<ul style="list-style-type: none"> <li>A maximum of 4 people in the gym at any given time (100 sq. ft per person).</li> <li>Housekeeping fully clean and sanitise the area including all equipment in the morning and again in the evening.</li> <li>There is a sanitising station in the gym and signage requiring users to clean the equipment before and after use.</li> </ul>
13	Pool table and dart board		<ul style="list-style-type: none"> <li>There is a sanitising station by the wall with signage requiring users to clean the pool cues, balls, table edges and dart sets before and after each use.</li> </ul>

<p><b>Review of document:</b>          Covid 19 Safe Working Procedure Issue 1<sup>st</sup> May 2020          Revised 4<sup>th</sup> November 2020          Revised 19<sup>th</sup> July 2021          Revised 9<sup>th</sup> November 2021          Revised 7<sup>th</sup>, 10<sup>th</sup>, 14<sup>th</sup>, 16<sup>th</sup> December 2021          Revised 4<sup>th</sup> 17<sup>th</sup> Jan 2022</p>	<p><b>Quality Checked by:</b></p> <p>Signature: </p> <p><b>Date:</b> 17/01/2022</p>
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