

## Police Federation Safe Working Procedure - Covid 19

The details in the table below are to be implemented as a safe working procedure (SWP) following the Covid 19 Risk Assessment. This document may need to be amended and updated as and when changes in Government and scientific advice is received, as more becomes know about the virus, its transmission and individual susceptibility to it.

It is also possible that on the gradual opening of Police Federation House (PFH) things could change which could lead to amendments. Activities may need to be added or removed as the implementation of control measures may bring about a need to review the risk assessment from time to time.

It is therefore vital that this SWP is treated as a living document which can and must be kept under review to allow for the changes that the Covid 19 virus may bring about in the workplace.

Clear guidelines within this SWP required for attendance at Police Federation House (PFH) will need to be communicated to all people before they return to PFH.

	Activity	Control measures	What PFH will do to aid staff/contractors to comply
1	Arriving at PFH with the possibility of Contracting/Transmitting of Covid 19	<p>Anyone who either has</p> <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 or is</li> <li>• within 14 days of the day when a member of their household showed symptoms of Coronavirus (Covid-19)</li> </ul> <p>should be instructed <b>not</b> to come to PFH but must follow the government's guidance on self-isolation.</p> <p>If a worker develops any of the above symptoms while at work, they must:</p>	<ul style="list-style-type: none"> <li>• All persons entering PFH will be subject to temperature checks using an infrared non-contact thermometer.</li> <li>• Anybody with a temperature of 38 degrees or more will not be allowed entry and will be instructed to seek medical advice.</li> <li>• Hand sanitiser will be placed at every entrance, exit, drinks point, outside lifts and in the restaurant area.</li> <li>• Face coverings and gloves will be provided to any person wishing to use them. [unless government advice changes]</li> </ul>

		<ul style="list-style-type: none"> <li>• Ensure their manager or supervisor is informed</li> <li>• Return home immediately</li> <li>• Avoid touching anything</li> <li>• Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, 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>• Perspex screen will be placed between reception and incoming persons to protect reception staff.</li> <li>• Clean pens will be kept in separate jar and once used the guest will be instructed to put their pen in the used pen jar. Used pens will then be sanitised and returned to the clean jar</li> <li>• Cleaning/sanitising will be carried out regularly throughout the day to include door handles, handrails, surfaces, toilets, and wash hand basins using appropriate strength cleaning solution which will kill Covid 19 Virus. Bins will be regularly emptied.</li> </ul>
<b>2</b>	Contracting/Transmitting of Covid 19 whilst traveling to/from work	<p>Staff to be advised to:</p> <ul style="list-style-type: none"> <li>• travel to work in their own vehicle or walk or cycle.</li> <li>• Only to use public transport if no other means to get to the office but face coverings to be worn where public transport is used.</li> <li>• wash their hands as soon as they enter PFH and before starting work.</li> </ul>	<ul style="list-style-type: none"> <li>• Sufficient parking/cycle racks are available</li> <li>• Face coverings and gloves can be obtained at PFH if public transport is the only means of getting to/from PFH.</li> <li>• If public transport is used staff have been advised to avoid travelling during rush hour.</li> <li>• Hand washing/sanitising facilities will be readily available throughout PFH.</li> </ul>
<b>3</b>	Moving around and working in PFH	<p>Social distancing rules must always be followed unless the emergency evacuation alarms are sounded.</p> <p>Staff to be advised to wash their hands regularly and thoroughly throughout the day and use hand sanitiser, especially prior to eating.</p>	<ul style="list-style-type: none"> <li>• A new one-way system will be clearly sign posted this will include all areas from car parks, entrance, exit and throughout the offices.</li> <li>• Where queues may form markings will clearly indicate the 2m distance required.</li> <li>• Some desks will be put out of use to ensure 2m distancing.</li> <li>• Perspex screens may be used in some areas i.e. reception to protect staff.</li> <li>• Toilets will be made single use only and will have engaged/vacant signs added.</li> </ul>

4	Emergency Procedures	<ul style="list-style-type: none"> <li>One-way system may be ignored if emergency evacuation is required [see above].</li> <li>Staff advised to make themselves aware of which members of staff present are first aid trained.</li> <li>Reception staff to be advised on which first aid staff are in the office.</li> </ul>	<ul style="list-style-type: none"> <li>First aid staff will be advised that they should call 999 if it is not safe for them to come to the aid of a person falling ill/having an accident during this pandemic.</li> <li>All first aid equipment boxes will hold face coverings and gloves along with regular equipment.</li> <li>If a person becomes ill whilst in the office the particular area will be isolated in order that it can be thoroughly cleaned/sanitised prior to it being used again.</li> </ul>
5	Meetings	Meetings will only be permitted to take place if they are 'Nationally Critical'	If a nationally critical meeting is to take place the meeting room will be set up to allow for the 2m distancing.
6	Apartments/Hotel	Only long term lets at the current time.	Housekeeping will not service weekly during this pandemic and when vacated the apartment will be left empty for 72 hours prior to cleaning.
7	Visits to other sites	Only named drivers will use PFH vehicles.	As noted within the action plan there will be no sharing of vehicles.
8	Catering/vending machines/Bar	<p>All staff to make themselves aware of the details for this section which can be found separately within the department operating plans.</p> <p>Staff to follow social distancing markings at coffee points and must use sanitiser which will be kept at each station.</p>	<p>Department operating plans to be published and as guidance changes the plans will be updated.</p> <p>Markings and notices will be displayed and regular half hourly sanitising of touch points will be carried out by the housekeeping staff.</p>
9	IT equipment faults/maintenance	IT staff will be available to help staff with IT equipment fault/maintenance issues. For any work which cannot be carried out remotely users will be asked to stand at a safe 2m distance for the duration of the work.	<p>IT staff will be available for ensuring that IT equipment is maintained where needed.</p> <p>IT operative will ask user to move to a safe 2m distance whilst maintaining IT equipment, then sanitise all equipment prior to carrying out any maintenance. When maintenance is complete IT operative will again sanitise all equipment prior to handing back to user.</p>

10	Facilities general use of tools	Where the use of tools by more than one employee cannot be avoided staff will thoroughly wash their hands and use hand sanitiser regularly as well as using rubber gloves.	Tasks will be organised so that they are carried out separately as much of the time as possible; however, when this is not possible, and staff must work together social distance will be followed. Face coverings will be worn if a task requires staff working closely together where social distancing is not possible. In this instance the task will also be of short duration.
11	Personal Protective Equipment [PPE]	Whilst there is a place for PPE with this virus it must be considered as a last resort. Face coverings are not known to protect the wearer but may give protection if the wearer is 'shedding' the virus. Gloves may give a false sense of security to the wearer and can be a spreader of the virus from surface to surface.	If government advice changes and people are asked to wear PPE this will be provided and there will be instructions issued to ensure the correct use and correct hygiene of doing so. Current advice is that 2m social distancing is still the most appropriate protection.

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