Working Safely during COVID-19 Policy

1. Introduction

This Policy objective is to help and give instructions to Farnborough Airport Limited (FAL) employees, tenants, contractors and all the Airport users in order to work safely during the COVID-19 pandemic.

The Working Safely during COVID-19 Policy has been prepared by Farnborough Airport Compliance and Safety Team with reference to UK Government guidelines.

FAL is responsible for ensuring that finance is available for reasonable improvements to be made to equipment and practices throughout the airport, to ensure compliance with this Policy.

FAL Line Managers and employees, tenants, contractors and all the Airport users are responsible for implementing actions where directed and comply with this Policy.

2. Health and Safety Risk Assessment

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

The identified risks are assessed in accordance with Farnborough Airport H&S P-3 Health and Safety Risk Assessment procedure.

FAL 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 been 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 2m away from others.

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

4. Social Distancing at Work

Social distancing must be maintained in the workplace wherever possible. Where the 2 meters social distancing guidelines cannot be followed it should be considered whether that activity needs to continue for the business to operate. If it does, mitigating action should be taken to reduce the risk of transmission.

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

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

5. Coming to work/leaving work

To assist with social distancing work start times can be staggered, limiting passengers in corporate vehicles, having multiple entry points into the workplace, extra storage facilities for clothes and bags, markings and one way flow at exit points may be required.

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 2m social distancing rule is in place, in corridors and circulation areas, in line with the SRR – Safety Risk Review COVID 19 Preparation to Resume Operations. 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 2m. 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 1 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 2m distance. Where it is not possible to move workstations apart, arrange people working side by side or back to back.

9. Meetings

To reduce transmission, use remote working tools to avoid in person meetings, and only absolutely necessary participants should attend, maintaining 2m separation. Meeting organisers should book a meeting room with consideration to the number of invitees, to ensure 2m separation is always possible.

10. Common Areas

To assure consistency with tenants and in multi-tenant buildings Farnborough Airport will work collaboratively to ensure consistency across common areas, by sharing this Policy. Tenants will be expected to work with Farnborough Airport to implement the recommendations outlined in this Policy as well as their own. To make this possible, common areas will need to consider:

a) Staggering break times to reduce pressure on break rooms and canteens

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 of it would be unsafe, but afterwards, they are recommended to apply sanitation measures including washing hands.

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:

- an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.

- 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.

- a worker dies as a result of occupational exposure to coronavirus.

11.2 Return to work Risk Assessment

Farnborough Airport absences related to COVID-19 are treated as per Farnborough Airport Sickness Policy, in relation to COVID-19 Health & Safety Return to work risk assessments are conducted for employees returning to work where:

- Absence falls in RIDDOR reporting of COVID-19 category,

- Employees are returning to work after seven consecutive days sick leave,
- Anytime the Line Manager consider it is appropriate.

H&S Return to work risk assessments 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 H&S F-3 Return to work Risk Assessment Form.

Once the H&S Return to work Risk Assessment is performed must be submitted to the H&S Manager and HR Director via email.

For all Stakeholders we would expect Companies to follow their own Safety Management System relating Return to Work process and procedure.

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. Hosts and concierge will have responsibility for explaining to visitors/passengers what is needed and hosts may need training in what to do/say. Entry and exit routes for visitors and contractors should be reviewed to minimise contact. This also applies to tenants and shared workspaces.

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 Terminal, 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. IATA guidance requirements should be followed at all times.

15. Hygiene

To help everyone keep good hygiene every day Farnborough Airport 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.

Objects can transmit the disease, so to reduce the risk through contact cleaning measures shall be in place for goods and merchandise entering site, and enhanced cleaning of vehicles should be carried out.

16. 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.

FAL 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 FAL users in enclosed spaces where social distancing isn't possible. It is important to use face coverings properly and wash your hands before putting them on and taking them off. Farnborough Airport Environment Team will give instructions to ensure contaminated/used items are disposed of safely.

17. Work related travel

Farnborough Airport employees should minimise non-essential travel, and where possible work remotely. Where company vehicles are used and shared, these should be cleaned and sanitised between shifts or at handover.

For all Stakeholders we would expect Companies to follow their own Safety Management System relating Work related travel process and procedure.

18. Inbound and outbound goods

Minimising unnecessary contact at security gates and pick-up drop-off collection points to maintain social distancing and avoid surface transmission when goods enter and leave the site. Farnborough Airport employees and all tenants and contractors should consider methods to reduce frequency of deliveries, for example by ordering large quantities less often.

Where possible, using the same pairs of people for load where more than one is needed.

Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.

19. Communication

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

To make sure all Farnborough Airport employees understand COVID-19 related safety documents the Compliance and Safety Team will provide clear, consistent and regular communication to improve understanding and consistency. Regular updates will be provided via the Q-Pulse Document Management System and Line Managers should ensure their Teams have had any changes explained to them.

20. Tenants/Contractors

Farnborough Airport tenants and contractors will be provided with a copy of this policy. They will be expected to adhere to the contents of the policy whilst on the premises, and to provide a statement to that effect. Tenants and Contractors should risk assess their own activities and procedures to ensure they too have made practical changes following the UK government Covid-19 guidance.

21. 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
- Farnborough Airport Risk Review COVID-19 Preparation to Resume Operations and Action Plan.