Working Safely during COVID-19 Policy

Contents

1.0 Record of Revisions

Issue	Date	Revision	Date	Reason for Change
1	June 2020	0	01/06/2020	Creation of document
1	Sept 2020	1	25/09/2020	Social distancing and face covering
1	Oct 2020	2	06/10/2020	11.1 reporting of COVID-19 cases
1	Jan 2021	3	19/01/2021	Update to policy following change to government guidance.

2.0 Definitions and Abbreviations

FAL	Farnborough Airport Limited
Covid-19	Severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2

3.0 Purpose

This policy details Farnborough Airport Limited's (FAL) policy on COVID-19 which has been produced to ensure FAL remains compliant with Coronavirus Act 2020 legislation and the Health and Safety at Work Act 1974. The objective of this document is to provide the information to Farnborough Airport Limited (FAL) employees, tenants, contractors and all the Airport users to work safely during the COVID-19 pandemic.

This document is in place to ensure all Farnborough Airport Limited (FAL) employees, tenants, contractors and all the Airport users can remain safe 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.

FAL Compliance and Safety Team have considered all the risks to the health and safety of FAL employees, tenants, contractors and all the Airport users and subsequently have completed a risk review. If any risks are identified these will then require preventative and protective measures to be implemented to reduce, remove, or control them.

4.0 Scope

This policy and associated Risk Assessments detail what measures FAL have in place to remain COVID secure and maintain a safe working environment.

5.0 Roles and Responsibilities

5.1 Employees

It is the employee's responsibility to ensure all guidance is followed in respect of COVID-19. Employees are required to look after their health and safety and that of those around them. These requirements are as per Farnborough Airport Limited Health and Safety policy, government guidance and legislation.

5.2 Managers

The overseeing of all requirements is the responsibility of the employee's managers to ensure they are undertaken adequately to maintain a safe workplace.

5.3 Health and Safety Officer

The responsibility of the maintaining the policy and disseminating the relevant up to date information is that of the Health and Safety Officer. The Health and Safety Officer is the point of contact for additional information required.

6.0 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 and Safety 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.

6.1 Attending 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.

The need to attend work or work remotely will be agreed with your manager.

6.2 Clinically extremely vulnerable and clinically vulnerable

People at higher risk including both clinically extremely vulnerable and 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 maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable).

If you are deemed to be clinically extremely vulnerable and clinically vulnerable should make their manager or HR aware to allow FAL to properly assess any risks.

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6.3 Vulnerable groups

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

7.0 Control measures

Social Distancing at Work

Social distancing must be maintained in the workplace wherever possible. Where it's not possible to maintain a 2 metre distance or 1 metre with risk mitigations consideration needs to be given to redesigning the activity for the business to operate. Mitigating actions should be taken to reduce the risk of transmission.

These actions 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 contact with.
- reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)

This applies to all areas of the business including entrances/exits, break rooms, canteens and similar settings. These areas are most challenging to maintain and as such require more consideration.

Coming to work/leaving work

To assist with social distancing FAL are ensuring work start/finish 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 are in place.

Handwashing and hand sanitising

Handwashing facilities are in place and where this is not possible the use of hand sanitiser has been implemented. Entry/exit points have hand sanitiser where surfaces need to be touched to open doors.

Face coverings

In all FAL buildings face coverings are mandatory whilst moving around. When seated face coverings are also required if social distancing cannot be maintained. Face coverings should be always used by whilst moving around in FAL premises. It should also be used when outside where social distancing is not possible. Those persons that are exempt from face coverings should take extra care to social distance.

Face coverings are to be used alongside other forms of social distancing and implemented control measures to maintain distance between people. Other ways of managing risk include 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.

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.

This also applies to tenants, contractors, and those in shared workspaces.

Providing and explaining guidance

Clear guidance on social distancing and hygiene is available to anyone arriving on site, using signage and visual aids. Hosts and concierge will have responsibility for explaining to visitors/passengers what is required where necessary. Entry and exit routes for visitors and contractors have be reviewed to minimise contact. The guidance is also available from www.gov.uk/coronavirus

Cleaning

To keep the workplace and work vehicles clean and prevent transmission by touching contaminated surfaces, frequent cleaning of work areas and equipment between uses and prior to shift start. This includes any 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 always be followed.

Hygiene

To help everyone keep good hygiene though the working day Farnborough Airport will use 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 but those using them are to ensure they are kept clean and clear of personal items and social distancing is maintained.

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 with PPE.

Work related travel.

Farnborough Airport employees should minimise non-essential travel, and where possible work remotely. Where company vehicles are used these should be by only one person and not shared. The vehicles should be cleaned and sanitised before use.

For all Stakeholders we would expect Companies to follow their own Safety Management System relating to work related travel.

Inbound and outbound goods

We aim to minimise 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.

Working Safely during COVID-19 Policy

Communication

This Policy and other relevant safety documents are shared by FAL with Farnborough Airport employees, tenants, contractors, and all Farnborough Airport users to provide clear, consistent and regular guidelines of ways to safely work 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.

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.

Moving around buildings

Social distancing throughout the workplace has been adapted by discouraging non-essential trips within the site, restricting access between areas and introducing one-way flow where necessary. To further assist with this, additional signage has been introduced at floor and eye height level, to encourage, **remind** and instruct that the 2m social distancing rule is in place, in corridors and circulation areas, in line with the HS-RR –COVID 19 Risk Review.

If waiting or queuing, then the 2 metre distance should be observed. This also applies to entering the buildings through sliding, automatic or rotating doors.

Lifts should be discouraged for use and especially by multiple persons 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. See signage outside lifts.

Workstations

Workstations are assigned to individuals and not shared where possible. Layouts have been reviewed where it is not possible to move workstations apart, people have been arranged to work side by side or back-to-back. If a workstation is shared the cleaning of the workstation will take place prior to its use.

Meetings

To reduce transmission, use remote working tools to avoid face to face meetings. If face to face meetings are necessary then only essential participants should attend and only if they are able to maintain social distancing (2 metre, or 1 metre with risk mitigation where 2 metre is not viable). To avoid transmission through facilitating the need to not share pens, documents, and other objects. Provide hand sanitiser and hold outdoors or in well ventilated rooms where possible.

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:

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

8.0 Accidents security and other incidents

In an emergency, an accident or a fire, people should, where possible maintain social distancing but will not be forced to comply with these guidelines as it could prove to be unsafe, but face coverings would be advised and afterwards it is recommended that sanitation measures including washing hands are undertaken.

9.0 Reporting of COVID-19 cases

9.1 Symptomatic Employees

This is for those who are symptomatic or members of the same household who develop symptoms or have tested positive, employees should make their line manager or HR aware of the issue. Then they should ensure they follow government guidance around self-isolation.

9.2 Covid-19 Positive Employees

Employees should ensure that they make their line manager or HR aware as soon as possible. The line manager or HR who learns of the employee testing positive should raise a safety report in Q-pulse only if the employee was present in work 48hrs prior to the first symptoms or positive Covid test.

9.3 Covid-19 Positive Non-Farnborough airport persons

If Farnborough Airport is notified of positive cases amongst individuals who had been present on the Airport premises within the 48hours prior to the test result, all the relevant information need to be reported into Q-Pulse, using Hazard reporting, as soon as possible. Form H&S F-7 Covid-19 reporting is available to facilitate the employees to gather the necessary information, the paper form must be securely disposed once the safety report has been submitted into Q-Pulse.

9.4 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 being COVID 19 positive 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.

10.0 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 individual companies to follow their own Return to Work processes and procedures.

11.0 References
The documents associated with this procedure are:

- HM Government publication for Working safely during COVID-19 in offices and contact centres, Issued on the 11th of May 2020 – update 7th January 2021
- HS-RR COVID19 Risk Review Issue 1 Rev 4
- RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

Other Procedures and Documents:

- H&S F-7 COVID-19 Reporting
- HS COVID-19 Personal Protective Equipment (PPE) Policy
- H&S F-3 Return to work Risk Assessment Form.
- HS-RR COVID 19 risk review

12.0 Records

12.1 Records to be Maintained

a) COVID-19 Working Safely during COVID-19

12.2 Responsibility for Maintaining Records

a) It is the responsibility of the Health and Safety Officer to maintain the procedure and the subsequent form

12.3 Location

a) All records shall be stored within QPulse.

12.4 Retention Period

a) All records will be maintained for a minimum of three years