

Working Safely during COVID-19 Policy

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1.0 Record of Revisions

Issue	Date	Revision	Date	Reason for Change
1	Jun 2020	0		Creation of document
1	Jun 2020	1	25/09/2020	Social distancing and face covering
1	Jun 2020	2	06/10/2020	11.1 reporting of COVID-19 cases
1	Jun 2020	3	19/01/2021	Update to policy following change to government guidance.
2	Oct 2021	0	08/10/2021	New Issue, full review into government guidance.
2	Nov 2021	1	29/11/2021	Review into Face Coverings following government advice.
2	Dec 2021	2	09/12/2021	Update due Government guidance changing

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 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 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.

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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 they will 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 FAL 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 Advisor

The responsibility of maintaining the policy and disseminating the relevant up to date information is that of the Health and Safety Advisor. The Health and Safety Advisor 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.

Government guidance has changed on 13th December 2021. Government guidance is now to work from home 'if you can' to reduce social contact in the workplace. Farnborough Airport Ltd is committed to ensuring government guidance is followed where possible. As we are an operational business working from home is not always feasible and have up to date safety measures in the workplace. Line managers will make arrangements with individuals within their teams to ensure, where possible, working from home guidance can be followed. Tenants, contractors and third parties should also follow this government guidance as far as reasonably practicable.

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6.2 Clinically extremely vulnerable

Guidance for those that are clinically extremely vulnerable should be sought from relevant medical specialists. It is incumbent on the individual to follow the advice given to them and to inform the People team of any requirements to working conditions.

Line managers must ensure a personal risk assessment is put in place for the individual and sent to the People team.

If you are deemed to be clinically extremely vulnerable and/or at particular risk to COVID-19 you should make your line manager or the People Team aware to allow FAL to properly assess any risks.

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 is encouraged in the workplace wherever possible. Where it's not possible to maintain social distancing within confined areas (such as vehicles or confined rooms) risk mitigation is required to redesign the activity for the business to operate. Mitigating actions should be taken to reduce the risk of transmission when working in confined areas or travelling in vehicles with either colleagues or passengers.

These actions include:

- Increasing the frequency of handwashing and cleaning.
- Using back-to-back or side to side working.
- Ensuring ventilation in vehicles, as well as carrying passengers in the rear of the vehicle and wearing face coverings.
- Wearing face coverings in all Farnborough Airport buildings and vehicles.

The areas that are most challenging to maintain social distancing require more consideration and colleagues should ensure they are increasing use of the above actions.

When at tenant locations, local guidance from the tenant must be followed as per their policy.

Handwashing and hand sanitising

Handwashing facilities are in place and the use of hand sanitiser has been implemented across the airport. Entry/exit points have hand sanitiser where surfaces need to be touched to open doors.

Face coverings

Face coverings are mandatory in all Farnborough Airport buildings. When seated at office locations face coverings are a personal choice. Whilst outside, face coverings are a personal choice.

Face coverings are to be used alongside other implemented control measures. Another way of managing risk includes increasing hand and surface washing.

When access to an aircraft is required face coverings must be worn.

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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

Guidance is available to those that require it via the Health and Safety Advisor and in relevant documentation disseminated to staff via Q-Pulse. Customer service agents and concierge will have responsibility for explaining to visitors/passengers/crew what is required where necessary. Guidance is also available from www.gov.uk/coronavirus and on the Farnborough Airport website.

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 will be conducted. 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 at the airport 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. This will be conducted on a situational/location basis. IATA guidance requirements should always be followed.

Hygiene

To help everyone keep good hygiene FAL will use signage and posters to build awareness of good handwashing technique and the need to increase frequency. Paper towels are provided as an alternative to automatic hand dryers to reduce the use of shared facilities.

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 encouraged.

Toilets no longer necessitate minimum numbers. Social distancing is still encouraged, and face coverings are to be worn when moving around Farnborough Airport buildings, or at the request of tenants in their locations.

Testing

Colleagues have the option to request lateral flow tests from work. The COVID-19 Voluntary Employee Testing Authorization Form is available on Q-Pulse to record colleagues using this facility. Colleagues can also order lateral flow home testing kits from: [Order coronavirus \(COVID-19\) rapid lateral flow tests - GOV.UK \(www.gov.uk\)](https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests).

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.

Work related travel.

Sharing Farnborough Airport vehicles and use of private/customer vehicles is permitted but certain mitigations must be enforced. Where possible maintain social distancing, with passengers in the rear of vehicle. Both passengers and drivers should wear appropriate face coverings. Clean vehicles prior to use paying attention to handles and touched surfaces. Ventilation is encouraged with open windows whilst sharing vehicles.

Farnborough airport vehicles will continue to have Perspex screens fitted to ensure further protection against passengers in the rear of the vehicle.

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

When travelling alone in a vehicle, face coverings are not required and are personal choice.

Inbound and outbound items

When handling inbound or outbound items, individuals must ensure good hygiene is maintained before and after touching these items. FAL employees, all tenants and contractors should consider methods to reduce frequency of deliveries, for example by ordering large quantities less often.

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

Whilst moving around Farnborough Airport buildings, face coverings must be worn. Where social distancing is possible it should be encouraged.

Meetings

Meeting rooms are no longer restricted to minimum numbers, however where social distancing is possible it should be encouraged. Due to new government guidance issued 13th December 2021 meetings should be considered to be carried out on online platforms if feasible. Face coverings must be worn if meeting in person. Colleagues should be encouraged to conduct meetings via online portals. To avoid transmission the need to not share pens, documents, and other objects should be encouraged. Provide hand sanitiser and hold meetings (when necessary in person) in well ventilated rooms where possible or outside.

Rest Areas

Rest areas are no longer subject to minimum numbers; however, individuals must follow local guidance when at the Fire Station or Tower and/or in tenant locations.

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Common Areas

To assure consistency with tenants and in multi-tenant buildings FAL will work collaboratively to ensure consistency across common areas, by sharing this Policy, however individual business areas and tenants may have their own control measures. It is incumbent on the individual to be aware of these necessities. Tenants will be expected to work with FAL to implement the recommendations outlined in this Policy as well as their own.

8.0 Accidents security and other incidents

In an emergency, accident or a fire people should (where possible) maintain social distancing. They will not be forced to comply with the guidelines in this policy as it could prove to be unsafe. Face coverings must be worn and afterwards it is recommended that sanitation measures including washing hands are undertaken.

9.0 Reporting of COVID-19 cases

9.1 Symptomatic Employees

Employees who are symptomatic should make their line manager or the People Team aware of the situation. They should then ensure they follow government guidance around self-isolation. This guidance can from time-to-time change, but the latest information is available on the GOV website. This can be found at: [When to self-isolate and what to do - Coronavirus \(COVID-19\) - NHS \(www.nhs.uk\)](https://www.nhs.uk/when-to-self-isolate-and-what-to-do-coronavirus-covid-19)

OMICRON VARIANT

For those who have been in close contact of suspected Omicron cases will no longer need to self-isolate for 10 days and will instead need to test daily in line with recommended time frame.

9.2 Covid-19 Positive Employees

Employees should ensure that they make their line manager or the People Team aware as soon as possible. They should then ensure they follow government guidance around self-isolation. This can be found at: [When to self-isolate and what to do - Coronavirus \(COVID-19\) - NHS \(www.nhs.uk\)](https://www.nhs.uk/when-to-self-isolate-and-what-to-do-coronavirus-covid-19)

9.3 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

FAL absences related to COVID-19 are treated as per the 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 considers it is appropriate.

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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 it must be submitted to the H&S Manager and People Team 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 14th of July 2021 – update 9th December 2021
- HS-RR COVID19 Risk Review Issue 1 Rev 5
- RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

Other Procedures and Documents:

- H&S F-7 COVID-19 Reporting
- H&S F-3 Return to work Risk Assessment Form
- HS-RR COVID 19 risk review
- COVID-19 Voluntary Employee Testing Authorization Form
- COVID-19 Voluntary Employee Testing procedure

12.0 Records

12.1 Records to be Maintained

- a) COVID-19 Working Safely during COVID-19
- b) H&S F-7 COVID-19 Reporting
- c) H&S F-3 Return to work Risk Assessment Form.
- d) HS-RR COVID 19 risk review
- e) COVID-19 Voluntary Employee Testing Authorization Form
- f) COVID-19 Voluntary Employee Testing procedure

12.2 Responsibility for Maintaining Records

- a) It is the responsibility of the Health and Safety Advisor to maintain the procedure and the subsequent forms

12.3 Location

- a) All records shall be stored within Q-Pulse.

12.4 Retention Period

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