

Black Sluice Internal Drainage Board

Policy No: 47

COVID-19 Business Continuity plan

Review Dates:

Reviewed	23 September 2020 (Exec)
Board Approved	25 November 2020

Introduction

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

The incubation period of COVID-19 is between 2 to 14 days.

Stay aware of the latest information on the COVID-19 outbreak, available on the World Health Organisation website and through your national and local public health authority. Many countries around the world have seen cases of COVID-19 and several have seen outbreaks. Authorities in China and some other countries have succeeded in slowing or stopping their outbreaks. However, the situation is unpredictable so check regularly for the latest news.

The latest information on COVID 19 in the UK can be found at <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

Phases and Actions

- 1. Contain Phase.** Across the whole of the UK, public health agencies and authorities, the NHS, and Health and Social Care NI (HSCNI) have established plans and procedures to detect and isolate the first cases of COVID-19 as they emerge in the UK.
 - Anyone visiting infected areas in the previous 14 days should self-isolate and contact NHS 111 or use the NHS 111 online tool.
 - Anyone that has been in contact with someone with confirmed COVID-19 should self-isolate and contact NHS 111 or use the NHS 111 online tool.
 - Anyone experiencing COVID-19 symptoms (fever, dry cough, loss of smell or taste) should stay at home and contact NHS 111 or use the NHS 111 online tool.
 - Make sure the Sickness reporting procedures are followed.
 - Is it necessary to shake hands?
 - If you have any plans to travel abroad please discuss these with your line manager.
- 2. Delay Phase.** The Delay phase buys time for the testing of drugs and initial development of vaccines and/or improved therapies or tests to help reduce the impact of the disease.
 - Continue actions as per Contain Phase
 - People with COVID-19 symptoms (fever, dry cough, loss of smell or taste) may be asked to self-isolate by the authorities
 - If you have any plans to travel abroad please discuss these with your line manager.
 - Consider postponing or cancelling meetings. Given the age of Board members some will be at greater risk of death if they were to contract COVID-19. Could meetings be held by Webinar if this phase became prolonged?

- Workforce
 - Encourage Lone-working – 1 person per machine
 - Don't congregate – e.g scan and send timesheets (install adobe scan on work phones)
- Office Staff
 - Clean surfaces regularly, daily as a minimum (Desks, keyboards, phones, light switches, door handles, anything you touch)
 - Can you work from home? Discuss with your line manager
 - Consider Reception and phone answering functions – rota basis from home? (Jill, Alex, Jess)
 - Restrict visitors to the office, can the outcome be achieved with a phone call or remote meeting? (The Board has set up web conferencing using Go To Meeting and MS Teams)
 - On 22nd September 2020 the 'Work from home if you can' guidance was re-instated

3. Research Phase It is possible that an outbreak or pandemic of COVID-19 could occur in multiple waves (it is not known yet if the disease will have a seasonal pattern, like flu) and therefore, depending upon what the emerging evidence starts to tell us, it may be necessary to ensure readiness for a future wave of activity.

The intention is to gather evidence about effective interventions in order to inform decision-making going forward. The UK government will keep emerging research needs under close review and progress research activities set out above.

4. Mitigate Phase As and when the disease moves into different phases, for example if transmission of the virus becomes established in the UK population, the nature and scale of the response will change. The chief focus will be to provide essential services, helping those most at risk to access the right treatment.

General Advice to Prevent the Spread of COVID-19

Public Health England (PHE) recommends that the following general cold and flu precautions are taken to help prevent people from catching and spreading COVID-19:

- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- put used tissues in the bin straight away
- wash your hands with soap and water often – use hand sanitiser gel or the provided wipes if soap and water are not available.
- try to avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces
- do not touch your eyes, nose or mouth if your hands are not clean
- Avoid being face to face with people outside your household

Face Coverings

In England, you must wear a face covering in premises providing professional, legal or financial services which includes the Board's Offices. You are expected to wear a face covering before entering any of these settings and must keep it on until you leave unless there is a reasonable excuse for removing it. More detailed advice on the application of these requirements in different settings can be found in the Government's guidance for working safely.

All visitors to the office will be expected to wear a face covering for the entirety of their visit with the exception of pre-planned meetings, where the meeting room will be set up in a COVID Secure way, and then should be worn unless seated in their designated seat.

Whilst working social distancing should be adhered to at all times, if this is not possible to complete as specific task then you should discuss this with your Line Manager.

COVID Secure

COVID Secure is the terminology used for an employer to demonstrate it has taken all the necessary considerations to allow its employees to work in as safe an environment as possible. The actions taken so far for the workforce and the office include;

1. Purchase of divider screens for shared offices and offices that are or will become thoroughfares.
2. Screens purchased for reception to barrier public from staff. (Public will only be permitted to enter the office in exceptional circumstances.)
3. Contractors will only be permitted on site if necessary and if they can work adhering to Social Distancing guidelines. (2m Apart) All surfaces where they have worked to be cleaned when they have left.
4. Daily temperature monitoring of all employees in the office/depot and regularly for workforce working remotely.
5. Introduced limitations to number of people in each part of the building with signage as follows;
 - a. Reception
 - i. Public side – 1 person
 - ii. Staff Side – 2 people
 - b. Administration Office
 - i. 3 people
 - c. Rear Administration Office (Photocopier) – 2 People
 - d. Strong room – 1 Person
 - e. Toilets – 2 People
 - f. Operations Office – 5 People (3 desks + 2)
 - g. Chief Executive Officer Office – 4 People
 - h. Finance Manager Office – 3 People
 - i. Boardroom – 10 People (we can set out tables and measure later?)
 - j. Kitchen – 1 Person
 - k. Drawing Office – 4 People (2 desks + 2)
 - l. Server room – 1 Person
 - m. Meeting room – 2 People
 - n. Operations Manager – 3 People
 - o. Fitter – 2 People
 - p. Workforce Handwash/Toilet – 2 People
 - q. Canteen – 2 People
 - r. Small Workshop – 2 People
 - s. Pump Store – 1 Person
 - t. General Store – 1 Person
 - u. Workshop – Keep 2m apart
 - v. Store – Keep 2m apart
6. Hand sanitiser stations have been set up at the foot entrance to the Workshop, at the entrance to the canteen, staff entrance to the office and public entrance to the office as well as hand sanitiser and sanitising wipes being provided at every individual workstation.
7. Workforce have all been provided hand wipes to clean hands whilst on site without access to hand washing facilities.
8. COVID-19 Risk Assessments have been completed for Office, Construction and Outdoors and Use of Vehicles

9. Regular cleansing of all multiple user hard surfaces (e.g. Light switches, door handles, photocopiers, printers, stair banisters, telephones, Multiple user Machines)
10. Staff to be encouraged to open windows and doors regularly to aid ventilation.
11. Staff to use assigned printers and photocopiers etc.
12. Paper towels have been re-instated in toilets for drying of hands and then opening doors.
13. Non fire doors are to be propped open to avoid having to touch more door handles than necessary. Fire doors that are used frequently have Fire Compliant holding open devices fitted.

Appendixes

Please see attached the following documents:

1. Safe System of Work for Protecting the Workforce During COVID-19
2. Risk Assessment Coronavirus – COVID-19
3. COVID-19 Procedures for Guests attending the Office

Policy Review

Due to the requirement of this policy to be adaptable according to the situation, responsibility to review the policy will be delegated to the CEO with the Executive Committee and Board reviewing retrospectively.

Safe System of Work for Protecting the Workforce During COVID-19

Precautions to be taken by management include:

- All Managers and Supervisors are empowered to enforce the measures adopted. Managers will ensure employees are fully briefed so that they have a clear understanding of why measures must be adopted, what measures have been adopted and what the consequences are if the measures are not followed;
- Office based staff were permitted to return to their COVID Secure workplace from 03 August but arrangements to work from home will remain in a state of preparedness in case there is a requirement to return to home working
- Every effort will be made to comply with the social distancing guidelines set out by the Government (see below);
- Vulnerable or extremely vulnerable employees, as well as persons who live with them, will be identified and supported following the recommendations set out by the Government¹;
- **No employees / visitors who are unwell with symptoms of COVID-19 (a high temperature (≥ 37.8°C) or a new persistent cough) are permitted to travel to work and / or enter the place of work;**
- Signage will be placed at entrances reminding employees / visitors not to enter the place of work if they have any symptoms;
- Where employees / visitors who are unwell with symptoms do travel to work and / or enter the premises, this will be dealt with and the area cleaned in accordance with the Government advice²;
- Work times / break times will be staggered to reduce the risk of employees meeting at such times;
- The number of washing / toilet facilities will be increased, where possible, and / or limits will be imposed to the numbers of employees using them at any one time (with signage applied to doors), again to reduce the risk of employees meeting. Signage and other resources can be accessed at Public Health England³;
- Access / egress points to the site will be improved, wherever possible, to enable social distancing, e.g. using different doors / one-way systems;
- Entry systems that require skin contact, e.g. fingerprint scanners, will be disabled. Where necessary, an alternative system to record who is on site will be kept for emergency purposes;
- Enough space will be provided between workstations and areas where employees need to wait e.g. changing rooms. This will be achieved using signage and / or floor markings, e.g. spaced at 2 metres;
- Employees will be encouraged to use alternative means of travel to work other than public transport or the sharing of vehicles;
- Where employees do use public transport, they are advised to avoid peak times (05:45 -07:30 and 16:00 – 17:30); and
- Managers are to refer employees to the Finance Manager for further guidance regarding statutory sick pay, sick notes etc.

Precautions to be taken to mitigate of reduce the risk of transmission between employees when at work include:

- **Travel to Work:**
 - Employees will, wherever possible, travel to work alone using their own transport;
 - If employees need to share transport the following measures need to be complied with:
 - Journeys should be with the same individuals with numbers kept to a minimum, e.g. two;
 - Improve ventilation by opening windows back and front, face away from each or one in the rear and front;

¹ <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

² <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>

³ <https://coronavirusresources.phe.gov.uk/>

- Regularly clean vehicles with standard cleaning products. Gloves should be worn when undertaking this task. Particular attention should be paid to door handles and other areas that may have been touched; and
 - On arrival all employees must wash their hands with soap and water for 20 seconds.
- **Work Access:**
 - Stop all non-essential visitors, see below with regards to maintenance / visitors;
 - Use access / egress point, if assigned, and stand at least 2 metres apart or follow the floor markings if present; and
 - Wash hands for 20 seconds with soap and water.
- **Toilet/Changing Rooms and Hand Washing Facilities:**
 - Wash hands frequently during the working day;
 - Use the designated facilities for your area if assigned, keep the 2 metre distance if waiting outside or when inside facility, and keep to the numbers allowed;
 - Ensure that there is plenty of soap and paper towels, inform management if supplies are running low;
 - If provided, use a wipe disinfectant cloth to clean any surface that you may have touched; for example, door handles, toilet flush handle and taps etc; and
 - Dispose of all paper towels in bin provided (keep lid open or use the foot operated version) and empty bin if full.
- **Canteen/Rest Areas:**
 - Bring your own food and drinks
 - Abide by the numbers allowed into the facility and if allocated a time of use;
 - Wash hands before entering;
 - Maintain 2 metre distancing - do not remove tape if used to screen off tables / chairs;
 - Area to be kept clean with all rubbish placed in the bins provided;
 - Avoid using drink machines - if used then they should be cleaned regularly, and individuals should wash hands after use;
 - Crockery, including cups should not be used unless they are disposable or cleaned between use;
- **Driving for Work:**
 - If travelling between sites or undertaking deliveries / collections, then where possible this should be undertaken alone;
 - If not possible then the vehicle should be shared by the same person or minimum required to undertake task;
 - Keep windows open and face away from each other or site one to the front, and rear seats, before entering and getting out of vehicle;
 - Wash hands with soap and water or hand sanitiser if not available;
 - Obey client site rules for social distancing etc; and
 - Regularly clean vehicle using gloves and with standard cleaning products, paying attention to door handles and other surfaces that may have been touched during the journey.
- **Cleaning:**
 - Cleaning across the workplace will be enhanced, especially communal areas and at touch points:
 - Taps and washing facilities;
 - Toilet flush and seats;
 - Door handles and push plates;
 - Handrails on staircases and corridors;
 - Lift controls;
 - Machinery and equipment controls;
 - Canteen / welfare areas will be cleaned between breaktimes and shifts, include chairs, vending machines, and any payment devices;
 - Telephone equipment;
 - Keyboards, photocopier, and other office equipment; and
 - Rubbish collection and storage areas will be emptied regularly throughout the day and at the end of each day.

- **Work Planning:**

- Below is an overview of how the risk of transmission will be reduced where work activities must be undertaken.

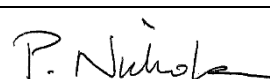
Eliminate	<ul style="list-style-type: none"> • Workers who are unwell with symptoms of COVID-19 will not travel to work. • Tasks will be rearranged to enable them to be done by either one person, or by maintaining social distancing (2 metres). • Skin to skin and face to face contact will be avoided. • Stairs will be used rather than lifts. • Alternative or additional mechanical aids will be considered to reduce the need for worker interface e.g. two persons lifts. • Site meetings will be avoided or will be conducted by telephone or video conferencing. • Where meetings must take place, only necessary meeting participants should attend, attendees will be kept 2 metres apart from each other, rooms will be well ventilated / windows kept open to all air circulation or held outside.
Reduce	<p>Where the social distancing rules cannot be achieved:</p> <ul style="list-style-type: none"> • The time and frequency employees are within 2 metres of each other will be minimised. • The number of employees involved will be reduced to a minimum. • Employees will work side by side or face away from each other not face to face. • Where lifts must be used, the capacity will be reduced to reduce congestion. • Common touch points, doors, buttons, handles, vehicle cabs, tools, equipment etc., will be regularly cleaned. • The ventilation in enclosed areas will be increased – open doors or windows where possible. • Workers will be reminded to wash their hands regularly during the working day not just on arrival or before break time.
Isolate	<ul style="list-style-type: none"> • Shifts and teams will be kept together. • The sizes of shifts and teams will be kept as small as possible. • Shifts and teams will be kept away from other works where possible.
Control	<p>Where face to face working is ESSENTIAL to undertake a task and social distancing cannot be achieved:</p> <ul style="list-style-type: none"> • The work will be kept to 15 minutes or less. • Authorisation processes, such as a permit to work, will be used. • Additional supervision will be provided to monitor compliance.
Personal Protective Equipment (PPE)	<p>Sites should not need to use Respiratory Protective Equipment (RPE) for COVID-19 where the 2 metre social distancing guidelines are met.</p> <ul style="list-style-type: none"> • Where it is not possible to maintain a 2 metre distance, each activity will be assessed using the hierarchy of controls and any sector-specific guidance. The use of PPE and RPE is a last resort. • Re-usable RPE will be cleaned between use and NOT shared. • Single use PPE / RPE will be disposed of so it cannot be reused. • If works must take place in areas where persons have symptoms, are shielding or have confirmed cases, e.g. healthcare facilities, additional PPE will be required, and information will be sought before attending site.

Safe System of Work Progress and Review Sheet

Issue:	1	Task:	Safe System of Work for Protecting the Workforce During COVID-19
Company Name:			

Date:	Details of Progress Made:	Initials:

Date:	Details/Reason for Review:	Initials:

Risk Assessment No:		Issue:	1	Task:	Coronavirus – COVID-19		
Company Name:	Black Sluice Internal Drainage Board			Signature & Position:		Operations Manager	Date: 27.04.2020

Probability		Severity		Risk Factor = Probability x Severity Low Risk = 1 to 6 Medium = 7 to 11 High = 12 +	The following guidelines should be applied to risk factors after control measures have been applied: Risk factor after control measures: 1 – 6 OK to proceed Risk factor after control measures: 7 – 11 Further control measures should be applied. Seek further advice if unsure. Risk factor after control measures: 12+ Unacceptable – Do not proceed
5	Very Likely	5	Fatality		
4	Likely	4	Major Injury		
3	Probable	3	Medical Injury		
2	Possible	2	Minor Injury		
1	Very Unlikely	1	No Injury		

Relevant legislation <i>This list is not exhaustive</i>	Health and Safety at Work Etc. Act 1974	Provision and Use of Work Equipment Regulations 1998
	Management of Health and Safety at Work Regulations 1999 (as amended)	Lifting Operations and Lifting Equipment Regulations 1998
	Manual Handling Operations Regulations 1992 (as amended)	Personal Protective Equipment Regulations 1992
	Control of Substances Hazardous to Health Regulations 2002 (as amended)	Workplace (Health, Safety, Welfare) Regulations 1992 (as amended)

Hazard:	Risk:	Risk Factor Before Control:						Control Measure	Risk Factor After Control:					
Employees attending work showing symptoms of COVID-19	Infecting people who are in close vicinity. Persons contracting COVID-19	Probability	5	4	3	2	1	Current Control Measures: <ul style="list-style-type: none"> Employees who experience symptoms of continuous coughing and a high temperature (37.8 degrees centigrade or higher) are advised to stay at home, self-isolate and follow NHS current advice. Current advice can be found on www.nhs.uk/coronavirus and https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance, including where a person becomes ill at work. All other employees undertaking thorough personal hygiene and cough etiquette. Recommended Control Measures: <ul style="list-style-type: none"> Monitor and review. 	Probability	5	4	3	2	1
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Employees remaining or returning to work during the COVID-19 pandemic	Persons contracting COVID-19 from persons with symptoms, persons who are asymptomatic	<table border="1"> <tr><td>Probability</td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td></td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td></td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td><td></td></tr> <tr><td></td><td>3</td><td>2</td><td>1</td><td>0</td><td></td><td></td></tr> <tr><td></td><td>2</td><td>1</td><td>0</td><td></td><td></td><td></td></tr> <tr><td></td><td>1</td><td>0</td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td></td><td colspan="6">Severity</td></tr> </table>	Probability	5	4	3	2	1	0		5	4	3	2	1	0		4	3	2	1	0			3	2	1	0				2	1	0					1	0						0	1	2	3	4	5		Severity						<p>Current Control Measures:</p> <ul style="list-style-type: none"> Employees and visitors are asked not to attend site if they are showing symptoms of COVID-19. If they have travelled to any affected area or if they have had contact with a confirmed case. Employees or visitors who experience symptoms of continuous coughing and a high temperature (37.8 degrees centigrade or higher) are advised to stay at home, self-isolate and follow NHS current advice. Daily temperature checks to all workforce completed by supervisor Current advice can be found on www.nhs.uk/coronavirus and https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance All other visitors invited to undertake thorough personal hygiene and cough etiquette. A safe system of work for protective the workforce during COVID-19 is in place. <p>Recommended Control Measures:</p> <ul style="list-style-type: none"> Ensure the safe system of work is communicated to all affected employees and that managers and supervisors are enacted to enforce. 	<table border="1"> <tr><td>Probability</td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td></td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td></td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td><td></td></tr> <tr><td></td><td>3</td><td>2</td><td>1</td><td>0</td><td></td><td></td></tr> <tr><td></td><td>2</td><td>1</td><td>0</td><td></td><td></td><td></td></tr> <tr><td></td><td>1</td><td>0</td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td></td><td colspan="6">Severity</td></tr> </table>	Probability	5	4	3	2	1	0		5	4	3	2	1	0		4	3	2	1	0			3	2	1	0				2	1	0					1	0						0	1	2	3	4	5		Severity					
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			<ul style="list-style-type: none">• Monitor and review.	
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This risk assessment accurately defines the work, identifies Health and Safety risks and the appropriate controls required. This risk assessment will be taken as approved by the Company unless the author is advised to the contrary before work commences and in any event a period not exceeding 7 days from receipt.

This risk assessment must be communicated to all personnel concerned. Signatures confirming receipt and understanding of information are required.



Black Sluice Internal Drainage Board

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PE20 3PW

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COVID-19 Office Procedure for attending Guests

Please follow the guidelines below: -

Entering the building

- Please do not attend the offices if you or anybody in your household are displaying any symptoms of COVID-19.
- Please wear a face covering at all times in the building. You may take it off once sat in the meeting room.
- Upon entering the building, please use the hand sanitiser provided.
- The meeting host will take and record your temperature, anybody with a temperature over 37.8°C will be asked to leave the building.
- When taking your temperature, the meeting host will also ask for a contact number for the track and trace system.
- Social distancing must always be adhered to (2 metres).

Preventing cross contamination & maintaining social distance

- All doors will be open, please leave them open.
- There is signage on each room door indicating the maximum number of persons allowed in the room, please respect this.
- Refreshments will be provided but made only by the meeting host.
- Please use the disabled toilet only, to prevent cross contamination between employees and members of the public.
- If attending for a meeting in the Board Room, please fill seats from the furthest away end of the room first and vacate accordingly.

Thank you for your co-operation in helping prevent the spread of COVID-19.

HM Government

CORONAVIRUS
STAY ALERT TO
THE SYMPTOMS

HIGH TEMPERATURE OR
NEW CONTINUOUS COUGH OR
LOSS OF TASTE OR SMELL?

Find out how to get a test, and how long to isolate, at [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus)

NHS

STAY ALERT
CONTROL
THE VIRUS
SAVE LIVES