

# **Covid-19 Workplace Health and Safety Policy**

## **Real World Holdings and Associated Companies (RW Group) General Statement of Intent**

The Real World Group of companies is committed to ensuring the health, safety and welfare of our employees, so far as is reasonably practicable, and recognise that the effective management of health and safety is an integral part of our overall business performance. We also fully accept our responsibility for other persons such as contractors and visitors who may be affected by our activities.

This policy describes the measures we have put in place to protect our employees, contractors and visitors from the risks of the coronavirus (COVID-19) outbreak and the duties that fall upon us.

The objectives of the Policy are to ensure that we are conforming to current Government Guidelines regarding COVID-19 and that our statutory obligations are met. We will continually strive to improve our management of COVID-19 and adapt as Government advice changes.

### **Scope**

This policy applies to all employees of the Real World Group.

### **Chief Operating Officer Responsibilities**

It is the responsibility of the COO of the Real World Group to implement and communicate the content of this policy.

### **Management Responsibilities**

It is the Responsibility of Line Managers to ensure the implementation and monitoring of control measures to protect against COVID-19 and provide suitable supervision of staff.

### **All Employees Responsibilities**

It is the responsibility of all employees to comply with the content of this policy and to follow the guidelines promoted by Public Health England, the NHS and the World Health Organisation on infection control whilst at work and in their daily lives. This includes:

- Maintaining the 2 metre distance rule or minimum 1m with risk mitigation (where 2m is not viable)
- Regularly cleaning your hands using alcohol-based hand rub or soap and warm water
- When coughing and sneezing, covering your mouth and nose with a flexed elbow or tissue, throwing this tissue away immediately and washing your hands
- Avoiding close contact with anyone who has a fever and cough
- Do not leave your home if you or anyone in your household is displaying symptoms
- Get tested if displaying symptoms and inform the company so that it can help trace and isolate. Anyone who has coronavirus symptoms can get a test by calling 119 or going here: <https://www.nhs.uk/ask-for-a-coronavirus-test>

Whilst the onus of Health and Safety falls primarily on Management, all employees have legal obligations to take all reasonable care to protect themselves and anyone else affected by their acts or omissions.

Employees will co-operate by:

- Working safely and efficiently to approved methods
- Working with regard to the safety of themselves and others
- Adhering to the Company's safety procedures and rules
- Reporting all accidents in the proper way and co-operating in the investigation of accidents and measures taken to prevent recurrence
- Reporting possible hazards, defects or dangers

On 23 March 2020, the government announced specific UK Lockdown measures on travel and social distancing and advised the public to stay at home. On the 10<sup>th</sup> May, the lockdown measures were revised for England and COVID-19 controls measures were amended to "Stay Alert and Safe" (Social Distancing). This includes:

Stay at home where possible unless for the following specific reasons:

- For work, where you cannot work from home
- Going to shops that are permitted to be open – to get things like food, medicine and to collect goods ordered online or on the phone
- To exercise or spend time outdoors for recreation
- Any medical need, to donate blood, avoid injury or illness, escape risk of harm, or to provide care or to help a vulnerable person

All employees are reminded of these key measures set by the Government to adhere to.

### **Arrangements**

The Real World Group will endeavour to:

- Ensure there is sufficient control of the COVID-19 risk within the workplace.
- Ensure work practices mean that staff minimise risk of the transmission of COVID-19 within the workplace.
- Ensure work conditions minimise the risk of the transmission of COVID-19 within the workplace.
- Ensure employees are competent to carry out their duties safely.
- Ensure employees are provided with information, instruction, training and supervision on managing the risk of COVID-19 within the workplace.
- Provide and maintain adequate facilities and arrangements to enable all employees and their representatives to raise issues of health and safety.
- Consult our employees on matters affecting their health and safety.

- Provide adequate facilities and arrangements for employees' welfare at work which endeavours to minimise the risk of transmission of COVID-19 within the workplace.
- Make regular safety inspections and set safety standards in relation to COVID-19.

We will ensure that adequate time and finances are committed in pursuance of these aims and provide Competent Persons, including the use of experts as necessary.

### **Risk Assessment**

The Real World Group has developed a specific COVID-19 Risk Assessment to ensure all activities in relation to work have been assessed. Suitable and sufficient controls have been implemented to prevent the transmission of COVID-19 within the workplace.

The Risk Assessment shall be shared with all employees and other necessary parties such as Contractors and Visitors to ensure that controls are understood and adhered to by all.

All employees have a responsibility to comply with all of the COVID-19 Risk Assessment's control measures.

### **Monitoring and Review**

Implemented COVID-19 control measures shall be subject to on-going monitoring and review to ensure they continue to be effective. Action shall be taken if improvements are required.

### **Infection Control Equipment and PPE**

The Real World Group shall:

- Provide notices promoting infection control best practice which will be displayed throughout the workplace.
- Ensure that adequate stocks of soap and hand sanitiser solutions are available in the workplace.
- Provide suitable and sufficient Personal Protective Equipment for use as detailed within the Risk Assessment.

The successful implementation of this policy requires the total commitment of management and employees at all levels. Full details of the organisation and arrangements for health and safety are set out in separate sections of the Safety Policy document.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed annually and updated in the light of Government updates, legislative or organisational changes.

**Signed:**



**Printed Name:**

Michael Large

**Job Role:**

Chief Operating Officer

**Date:**

30<sup>th</sup> June 2020