
HEALTH & SAFETY POLICY

COVID-19 Addendum

Version No.	Date Issued	Description	Owner	Next Review Date
V1.0	March 2020	To address necessary changes to working practice during Covid19	Vicki Wright	Quarterly
V2.0	July 2020	To include 'return to work' details: <ul style="list-style-type: none">• Personal Risk Assessment• Office Risk Assessment• School Risk Assessment• Covid19 Safe H&S Training	Vicki Wright	Quarterly

PART I: POLICY STATEMENT

1.0 Policy Statement

ThinkForward recognises and accepts its responsibility as an employer and provider of services and will support the provision of safe and healthy workplace environments for all staff and such other persons as may be affected by its activities.

We will adopt health and safety arrangements under COVID-19 in line with Health & Safety legislation, and in consideration of government guidelines.

Good health and safety management will be an integral part of the way that ThinkForward operates and will be considered across all work activities.

This addendum will be reviewed regularly and should be read alongside the main Health and Safety Policy, as well as main school risk assessment in the instance that delivery team members are required to attend school locations for ad hoc purposes.

2.0 Policy Aim

To ensure that the risks of COVID-19 presented to staff are reduced to an acceptable level.

3.0 Addendum Objectives

- To conduct all our activities safely and in accordance with legislative standards and in consideration of government guidance.
- To provide safe working conditions.
To ensure a systematic approach to the identification of risks and the allocation of resources to control them.
- To openly communicate on health safety and welfare.

PART 2: ORGANISATIONAL RESPONSIBILITY

4.0 ThinkForward will:

- Apply and communicate sensible risk management and safe working practices. This will involve:
 - o Regular assessment of hazards and associated risks.
 - o Implementing preventive and protective control measures against those risks to an acceptable/ tolerable level.
 - o Monitoring the effectiveness of those measures by the Executive Team
 - o Provision of information, instruction, training and home working equipment
 - o Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through changes in government guidance, monitoring or following an incident.
- Ensure that staff are informed and instructed to ensure competence and awareness of health & safety measures required during COVID-19.
- Educate young people about COVID-19 and to encourage and re-assure them about the measures in place to protect themselves from it.
- Require all employees and encourage and support all young people to show a proper personal concern for their own safety, for that of the people around them.

- Require staff to exercise increased due care and attention and observe safe working methods including the completion of DSE assessments
- Communicate regularly and effectively with staff and stakeholders about ThinkForward's response to COVID-19.
- Put in place any flexible working arrangements needed to accommodate personal needs and commitments whilst supporting delivery of the ThinkForward programme.
- Put in place measures to check on staff wellbeing

5.0 Staff will be asked to:

- Keep in touch with the organisation in relation to both personal circumstances so that we are best placed to support any challenges that arise; and with any updates from partner schools and businesses so that we can react or respond accordingly
- Take personal responsibility to ensure that they have fully read and adhered to the following guidelines to protect themselves as far as possible
 - The most up to date copy of the any shared risk assessments which will be emailed to staff with any updates.
 - Government guidance regarding use of PPE, preparing for wider opening, actions for schools during the coronavirus outbreak. These documents can be found here:
[https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and- other-educational-settings](https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings)

5.0 Return to work:

ThinkForward will continue to work in line with Government guidelines on matters of social distancing and safe practice however in readiness for an anticipated return to work in September 2020 and for ad hoc needs to attend school and office locations until that time, the following provisions have been put in place:

5.1 Personal Risk Assessment

All staff will undertake a personal return to work risk assessment with their line manager to discuss personal circumstances affecting their suitability to return to work in either school or office locations.

5.2 Office Risk Assessment

The Health and Safety representative will undertake a risk assessment to ensure that safe working practices are possible in our City Road office location and to define what safe working practices will entail and how these will be managed.

5.3 School Risk Assessment

Regional Delivery Managers will undertake a risk assessment of the school office location for each of our Progression Coaches based in partner school. This will be to ensure that safe working practices are possible and how these will be managed. These should be considered alongside the risk assessments that schools have completed

For adhoc visits to see young people Coaches must complete 'school visit' risk assessments for line manager approval.

5.4 'Covid19 Safe' Health and Safety Training

Staff will be asked to undergo Covid19 Health & Safety Training prior to returning to school and office locations to help mitigate the risk of transmitting the virus.