

1. Introduction

This document details the health and safety arrangements that have been put in place by Space2BHeard (S2BH) Management to comply with current health and safety legislation while implementing the social distancing requirements as detailed by Public Health England for the duration of the Covid-19 Pandemic.

2. Scope

This Safe Operating Procedure (SOP) details arrangements that are to be implemented throughout S2BH work areas, the controls detailed apply to all work activities conducted by Employees and Self-Employed therapists.

3. Sources

The arrangements detailed in this document have been developed in accordance with the Covid-19 government guidance and the Public Health England Social Distancing requirements.

4. Self- Isolation

Anyone who meets one or more of the following criteria must not come to work, anyone who does will be asked to return home immediately:

- Has a high temperature or a new persistent cough or showing any related symptoms - follow the guidance on self-isolation
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)
- Is living with someone in self-isolation or a shielded person.

5. Procedure if someone falls ill at work

If a worker develops a high temperature or a persistent cough while at work, the relevant Manager must instruct them as below.

The person who has become ill must:

- Take the most direct route to collect their belongings and leave the work area
- Return home immediately
- Avoid touching anything if at all possible during their exit
- Cough or sneeze into a tissue and take the tissue home with them for disposal; if they do not have tissues, cough and sneeze into the crook of their elbow.

They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

6. Travel

Wherever possible workers are travel to work locations alone using their own works vehicle or private transport, except where members of the same household travel to and from work together.

When traveling to and from all work areas all persons must comply with the following:

- Where possible space out parking, if this cannot be done don't access or exit your vehicle at the same time as others in the immediate vicinity to ensure the 2m rule is maintained.
- Where they are provided use the hand cleaning facilities at entrances and exits immediately upon arrival and each time you pass them thereafter.
- Wash their hands immediately before returning to their vehicle.

7. General Working Requirements

S2BH will conduct its operations in line with the government and public Health England guidance. S2BH therefore will be implementing the control measures advocated in those guidance.

Guidance on points of interest

The government do not advise the use of face masks for the general public or workers

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19#use-of-face-masks-in-the-community>

<https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance#construction>

All employees are to observe the requirement to maintain 2m between themselves and all other persons.

If you cough or sneeze you must do it into a tissue or the crook of your sleeve and wash your hands afterwards.

Work areas are to be ventilated where possible, if you can open windows in the area you are working in and leave them open for the duration of your work.

Workers are to use stairs instead of lifts where possible and keep the 2m rule while using stairs.

8. Hand Cleaning

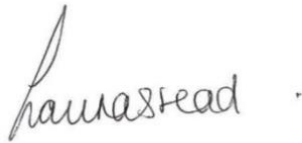
S2BH will provide hand sanitiser for workers. All persons while at work are required to comply with the following requirements:

- Clean their hand immediately upon entering any premises
- Clean their hands immediately prior to leaving any premises
- Clean their hands immediately prior to eating/drinking or smoking
- Wash their hands or use sanitiser frequently throughout the shift

- Keep cleaning facilities they use clean and tidy, ensure they remove any waste and mop up any spillages/splashes.
- Put all rubbish in the bins provided

Print Name: Laura Stead

Signed:

A handwritten signature in black ink that reads "Laura Stead". The signature is written in a cursive style with a small dot at the end.

Date: 16.06.2020