

Social Distancing Policy

1. Introduction

This policy has been written in line with Scottish and UK Government information. This policy may be updated as and when new guidance, information, best practice or law is made available.

2. Policy Aims

To provide all associated with the organisation with clear guidance on how to return to normal duties within the workplace.

To ensure all understand the risks and control measures put in place to protect health, safety and wellbeing.

To ensure all understand non-compliance with any aspect of this or any other associated policy or procedure may lead to disciplinary action up to and including dismissal.

3. Responsibilities

Staff Responsibilities

To comply with the terms of this policy and all associated policies including but not limited to the Health & Safety, Data Protection, Disciplinary, Absence & Attendance. To maintain at least 2m social distancing between themselves and those around them whenever possible.

To participate in all aspects of the process including meeting with management, assisting in completion of risk assessments.

To alert management if they or anyone around them has been put at risk of exposure to the virus or is displaying symptoms.

To understand the importance of complying with social distancing and taking all necessary steps to protect their own health, safety and wellbeing and that of those around them.

Manager Responsibilities

To meet with staff and conduct a return to work interview and appropriate risk assessments BEFORE they return to active duty.

To regularly check on staff health for symptoms or risk of exposure.

To take all reasonable steps to support flexible working, travel and any other temporary reasonable adjustments required to protect the health, safety and wellbeing of all.

Organisation Responsibilities

To ensure fair, equal, reasonable and consistent treatment of all staff regarding any aspect of the implementation of this policy.

To ensure all those with line management responsibility are reasonably trained in the practical application of this policy.

To regularly review and update this policy in line with legislation and best practice.

4. Travelling

Commuting

Any staff who require to travel to the workplace should discuss the specific method with their line manager.

If possible travel by walking, cycling or private vehicle should be considered. Where it is necessary for staff to use public transport, consideration should be given to their start and end times and method of transport. Staff should use PPE including gloves and facemasks when travelling by public transport and thoroughly wash hands on arrival to the workplace BEFORE starting any work, communicating with any colleagues or going to their workstation.

Travelling for Work Purposes

Wherever possible, any meetings or otherwise contact with anyone associated with the organisation whether service user, client, customer, contractor, supplier etc should be made via telephone or video conference.

Where this is not feasible or practicable, the line manager will carry out a risk assessment with each staff member BEFORE they travel for any work purpose. Walking, cycling or private vehicle should be considered in the first instance, including private hire taxi. Where it is necessary for staff to use public transport, travel should occur at times of the day when it is less busy and wear gloves and facemasks.

5. Flexible Working

Prior to returning to the workplace, every staff member will discuss with their line manager the arrangements for them to return to their normal duties and normal contracted hours of work.

Temporary flexible working will likely be required by some or all staff to protect their health, safety and wellbeing travelling to work and within the workplace.

Arrangements may include some homeworking, no desk sharing or hot desking, varied working patterns, reduced working hours, varied job role etc. Any changes will be agreed by staff and line managers and will be considered a temporary measure unless a formal flexible working request is submitted which will be processed in line with the Flexible Working Policy.

6. Personal Protective Equipment (PPE)

The organisation will provide all staff with access to handwashing facilities and handgel, antiviral wipes, disposable gloves and facemasks and any other reasonably requested PPE. Staff must use any and all PPE provided, any refusal, misuse or improper use could risk the health, safety and wellbeing of staff and those around them which may result in the Disciplinary Policy being instigated.

7. Data Protection Act 2018

The organisation will treat all personal data in line with obligations under the current data protection regulations.