

## Safe Systems of Working – Working in the activities room (Unit 41) at Barkston House

11<sup>th</sup> September 2020

People Matters is issuing a new set of Safe Systems of Working Information in response to its risk assessments of the COVID 19 virus. This information is based upon government guidance.

Physical modifications and new protocols are being put in place to support effective practice within the activity room(s). These include

- Maintaining essential infection control measures including social distancing, dealing with suspected symptoms and hygiene
- Having a nominated duty manager who is the decision maker each day of the week
- Confirming that the tutor/group leader will act as the 'room lead'
- Record keeping to support track and trace
  
- New signage and taping limiting the number of people able to access a room, promoting social distancing and good hygiene.
- New equipment including soap dispensers, hand sanitiser, foot operated bins, paper towels, staff PPE etc
- All rooms being decluttered and deep cleaned prior to new ways of working

Daily safe ways of working can be found from page 2 onwards of this document and apply to **all members, visitors, staff and volunteers.**

## Safe Systems of Working Instructions for all staff and members accessing the activities room (Unit 41), Barkston House

### *Session arrangements*

- All members, support staff, volunteers and visitors will complete a health check questionnaire with a member of staff
- Room users who are not independent travellers must be delivered to the room not the building entrance by their support and not be left until the symptoms check has been completed
- Room users should wash their hands for at least 20 seconds or use hand sanitiser immediately upon every entrance to a room
- Limit room occupancy to max indicated on signage
- Registers will record the names and contact details of all members. Course/group files will have all emergency contacts and external support workers/visitors will need to leave individual contact details entering a room for track and trace purposes
- Emergency contact information collected at enrolment must be held with registers
- Doors should be kept open during sessions to promote good airflow, weather permitting
- Windows should be kept open during sessions if the temperature allows to promote good airflow
- Where practical necessary equipment should be out prior to the start of sessions. Any omitted items must be got out by PM staff or one nominated person
- Hand sanitiser, surface cleaner and tissues to be placed on each table/in several locations where it can be readily accessed and social distancing maintained
- All coats and bags to be stored in allocated cube/locker and accessed one person at a time. No coats/bags are to be kept on chairs or under tables
- Video on COVID infection and control information to be included in course/group induction sessions and as required for regular reminders
- Maintain a 2m social distance wherever possible. Masks may be worn if members choose to PM staff will use face shields/visors if 2m social distancing cannot be maintained
- PM staff should wear face shields/visors in preference to coverings to promote communication
- External support workers should only join sessions if essential for member participation or health reasons and agreed with PM staff
- Members should remain seated and maintain 2m social distancing at all times. If they have to move around/leave the room they should following social distancing and where practical be under PM staff supervision
- Session time needs to allow for hygiene and cleaning practices

### *Hygiene and PPE*

- All room users should wash or sanitise their hands when entering or re-entering the room. NB Handwashing with soap for 20 seconds is most effective but it is not possible to manage this safely when people arrive together.
- All room users should be encouraged not to touch their faces/masks
- All room users should be reminded regularly about 'respiratory etiquette', using tissues, coughing into tissues or elbows etc as well as hand hygiene
- Staff PPE supplies should be maintained in room, stored safely and developing shortages reported promptly
- Staff should wash or sanitise their hands before putting on PPE

- Staff should follow Public Health England Guidance for putting on/taking off PPE as per infection control training
- All used masks, gloves and aprons should be disposed of and eye protection cleaned if used at the end of a session
- Aprons, gloves and surgical masks should be worn to provide any personal care, any risk of bodily fluids splashing means eye protection must also be worn
- All room users should be supported to wear face coverings if that is what is preferred and communication can be maintained. Any risk for particular members should be identified at the start of a course/session

### *Cleaning*

- A deep clean once a week on a Friday to agreed list will be carried out
- The room will be cleaned with a 'fogging machine' once per day
- Only the cleaning materials supplied by PM are to be used with disposable paper towelling each room will have a separate supply
- Cleaning schedule to be followed that includes the wipe down and disinfecting of tables, chair, arms, key contact points and shared equipment used after each session including switches, keys/locks, buttons, levers and handles
- Clean all shared equipment immediately after use with disinfectant before returning to containers
- Any learner who wishes to clean their table and immediate surroundings at the start of a session will be supported to do so

### *Eating and Drinking*

- Make sure only PM staff use the kitchen area for the preparation/sale of snacks and drinks
- Members should stay in their seats/areas and encouraged not to move around the room unless it is for the purpose of an activity and is managed appropriately to promote social distancing
- PM staff to manage staggered access to snacks and drinks to maintain social distancing where applicable
- Members attending all day to have agreed approach to any lunch breaks including that
  - They will be supervised if staying and must provide their own food
  - They will be encouraged to leave the building individually or by using social distancing
- Only hot drinks are available to purchase via a payment on account system. Nourishing People snacks available via honesty box
- Drinking water is available at all times. Members must provide their own receptacle
- All drinks to be selected from a 'menu' and will be prepared by PM staff
- Cash handling will be minimised by reducing items available, snacks to be purchased via honesty box and drinks purchased using an on account system
- All room users should be asked to use hand sanitiser where they are sat prior to receiving or eating food and drink
- All drinks should be made using disposable (and recycled if possible) cups and spoons
- Clean up immediately after any food and drink prepared following the appropriate cleaning schedule and disposable paper towels, both the kitchen area and where it

has been consumed. (Pedal bins have been supplied so waste can be disposed of safely)

- PM staff to clean down kitchen area at the end of the session, lunch break etc

#### *Using the toilet*

- Encourage use of toilet to just 1 individual at any one time to promote social distancing.
- Hand sanitiser will be available upon entrance/exit of the activities room
- Wash hands after every visit

#### *Symptom Management*

- Anyone reporting potential symptoms or where identified through the health check should not enter a room or leave immediately.
- Room users with symptoms who are not independent travellers and need support should be seated in a separate room or in the corridor. Their emergency contacts should be contacted to collect them
- Staff should put on PPE, gloves, mask and apron prior to supporting a member with suspected symptoms – PPE kits available in all PM rooms
- If a room user is taken ill with COVID19 symptoms during a session the session should be terminated and members sent home with a statement
- If a room user reports symptoms during or after a session it should be deep cleaned prior to reopening. NB other sessions should be moved or cancelled until this has occurred.

#### *Members/Visitors*

- Members will be supported to wear face coverings if they choose to (none will be provided except in the case of symptoms being present) but this is not essential if they are unable to do this
- External support workers are only permitted to stay in a session where this is identified as necessary at enrolment
- Maximum room occupancy to adhered to at all times as identified on signage
- External visitors to group sessions should be done via video calls only

#### *Room Lead Responsibilities (Tutor/Group Leader)*

- Open and close the room each session in a timely fashion (they should be first to arrive i.e. at least 15 mins before the session starts)
- Ensure that all room users complete a health check discussion before entering, we need to make this an expectation for everyone who attends our units at Barkston House
- Lead and facilitate the PM staff team in the implementation of safe working within the room by encouraging room users to work according to safe systems of working
- Ensure session finishes at the agreed time to allow for general clean up and also infection control clean up
- Address queries to the duty manager (you may also confer with the nominated office lead if the duty manager is not immediately available). See office rota for information
- Ensure that the following key contact points are cleaned at the end of every session.

- Tables and chairs
- Cupboard, drawer and door handles (office and kitchen areas)
- Shared kitchen work surfaces
- Kitchen equipment – kettle and fridge door handle
- Room equipment – e.g. IT, and games
- Shared room keys
- Light and power switches
- Alarm buttons

## Notes

Any member of staff who is unsure of implementing any aspect of this new suite of information within their own work should contact their line manager in the first instance.

This information is for use when working in the activities room(s) at Barkston House. You should not be attending Barkston House if you have COVID 19 related symptoms.

You should keep up to date with your line manager so you know if the advice in safe ways of working instructions is updated as risk levels vary in coming months.