



# COVID-19 BUSINESS ACTION PLAN

*Huddersfield Giants Community Trust*

The Zone  
St Andrews Road  
Huddersfield  
HD1 6PT  
Tel: 01484 484134  
[www.thezone.uk.com](http://www.thezone.uk.com)  
Charity Number: 1117768  
VAT Reg Number: 91124084

## COVID 19 BUSINESS ACTION PLAN

### Overview

Huddersfield Giants Community Trust is a multi-purpose complex, providing sport and Education for all within our local community. Our services are built up of several departments, Sports, National Citizen Service, Pitch and Play and Education. Custom and revenue predominantly comes from the Café Zone, Play Zone (soft play facilities) and Pitch Hire. And our services to post 16 Education, NCS and Partnership schools are all delivered through funding streams.

Huddersfield Giants Community Trust has had limited engagement and working activity since we closed our building in March. We at this stage are complying with government advice and guidance and categorising our activities on a readiness matrix to ensure to all workers and users are safe and have the necessary measures in place to re-open aspects of our business by a phased approach.

### Readiness Matrix

	Building closure Digital and virtual youth related activities (Keep Warm engagement NCS, virtual cheer and dance lessons). Virtual teaching and learning Post 16 students and platforms for sharing work HGCT social media engagement to public interaction and support provisions.
	Indoor pitch hires open Upstairs facility used for NCS participation and aspects of Education September Onwards. Dance and cheer sessions will move face to face utilising the downstairs pitch facilities. Summer camps delivered in outdoor spaces in bubbles of 6. Limited external bookings
	Everything opening and functioning in accordance to government Health and Safety guidelines, and mandatory Company Social Distancing Measures.

### Current Status



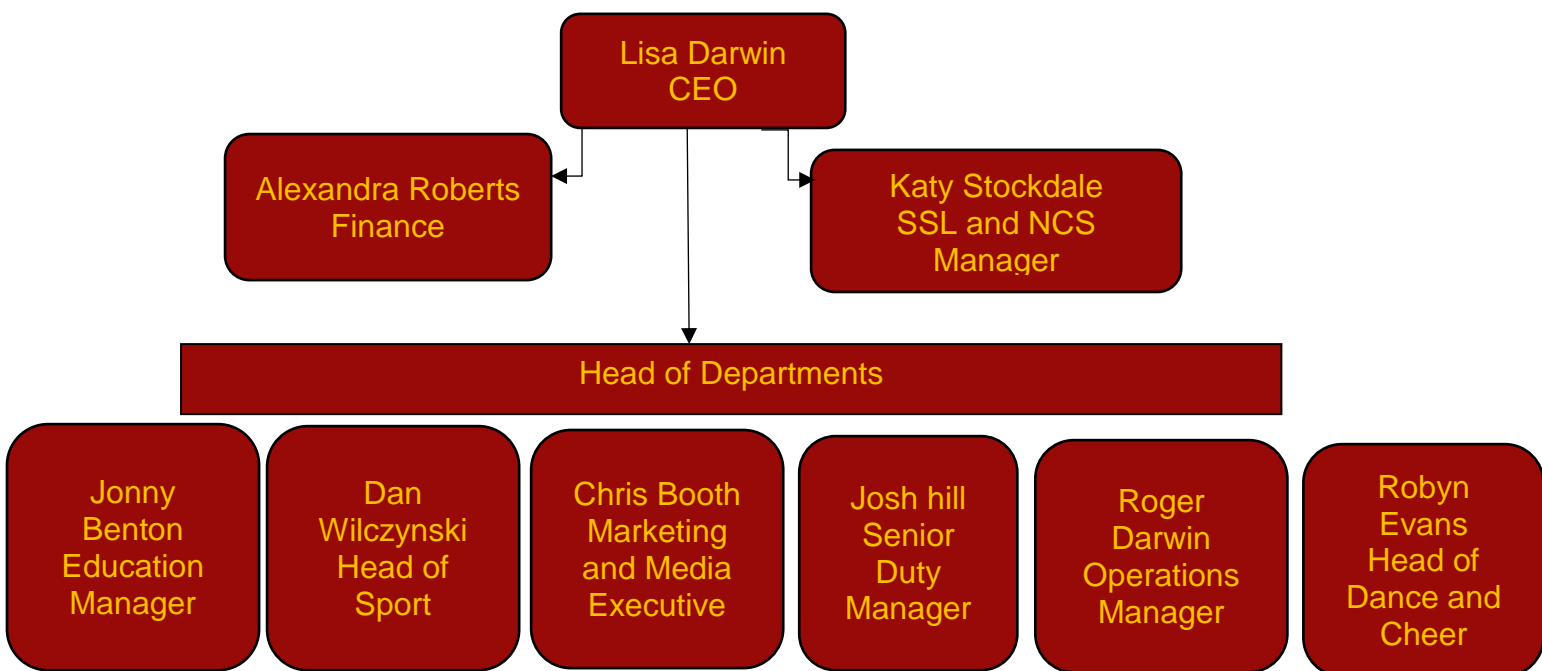
Under recent Government guidance, DCMS have insisted that indoor leisure facilities such as Soft Play, Gyms and any building that promotes activity indoors should remain closed until the 24<sup>th</sup> of July when indoor sports facilities can begin to open. As part of your COVID-19 action plan we have a preliminary open date of 3<sup>rd</sup> of August, but will continue to fall in line with GOVT rules and regulations.

### Our proposal

1. Pitch Hire becomes accessible to the public under the SD guidelines
2. We ensure the building is 'COVID secure' for potential aspects of NCS delivery in August and Post 16 Education in September onwards
3. Dance and cheer sessions can run at limited capacity using the Pitch space indoors and the Dance Studio.

The café Zone and Play Zone will remain closed, until it is announced by the government that indoor play facilities can safely open, and Kirklees is not under further restrictions locally.

### HGCT Hierarchal chart- Who do I report to?



For Any queries and further information on HGCT Health and Safety measures on COVID- 19 security please contact the appropriate Department Head.

Jonny Benton Education Manager- [Jonny@hgct.co.uk](mailto:Jonny@hgct.co.uk)  
 Dan Wilczynski Head of Sport- [Dan@hgct.co.uk](mailto:Dan@hgct.co.uk)  
 Chris Booth Marketing and Media Executive- [chrisb@hgct.co.uk](mailto:chrisb@hgct.co.uk)  
 Josh Hill Senior Duty Manager- [Josh@the-zone.co](mailto:Josh@the-zone.co)  
 Roger Darwin Operations Manager- [Roger@the-zone.co](mailto:Roger@the-zone.co)  
 Robyn Evans Head of Dance and Cheer- [Robyn@hgct.co.uk](mailto:Robyn@hgct.co.uk)

If you are a member of staff concerned about;

- Your return to work
- Your support bubble with suspected symptoms
- Queries around activities or sessions you will be delivering
- A concern about potential COVID 19 breaches

Please contact Senior Safeguarding Lead Katy Stockdale [katy@hgct.co.uk](mailto:katy@hgct.co.uk) or CEO Lisa Darwin [lisa@hgct.co.uk](mailto:lisa@hgct.co.uk)

If you have a complaint or concern around participation in activity in accordance to COVID 19 secure breaches please contact.

Lisa Darwin CEO [lisa@hgct.co.uk](mailto:lisa@hgct.co.uk)

## **Risk Management**

HGCT will ensure to put all mitigation measures in place to protect everyone from harm. This includes taking reasonable steps to protect workers and others from coronavirus. Please see in addition to this guide our HGCT overall risk assessment, and example copies of our practice dynamic Risk Assessments, carried out by HOD.

5 steps to working safely- Government guidance

### **1. Carry out a COVID-19 risk assessment**

Before restarting work, you should ensure the safety of the workplace by:

- Carrying out a risk assessment in line with the HSE guidance
- Consulting with your workers or trade unions
- Sharing the results of the risk assessment with your workforce and on your website

### **2. Develop cleaning, handwashing and hygiene procedures**

You should increase the frequency of handwashing and surface cleaning by:

- Encouraging people to follow the guidance on hand washing and hygiene
- Providing hand sanitiser around the workplace, in addition to washrooms
- Frequently cleaning and disinfecting objects and surfaces that are touched regularly
- Enhancing cleaning for busy areas
- Setting clear use and cleaning guidance for toilets
- Providing hand drying facilities – either paper towels or electrical dryers

### **3. Help people to work from home**

You should take all reasonable steps to help people work from home by:

- Discussing home working arrangements
- Ensuring they have the right equipment, for example remote access to work systems
- Including them in all necessary communications
- Looking after their physical and mental wellbeing

### **4. Maintain 2m social distancing, where possible**

Where possible, you should maintain 2m between people by:

- Putting up signs to remind workers and visitors of social distancing guidance
- Avoiding sharing workstations
- Using floor tape or paint to mark areas to help people keep to a 2m distance
- Arranging one-way traffic through the workplace if possible
- Switching to seeing visitors by appointment only if possible

## **5. Where people cannot be 2m apart, manage transmission risk**

Where it's not possible for people to be 2m apart, you should do everything practical to manage the transmission risk by:

- Considering whether an activity needs to continue for the business to operate
- Keeping the activity time involved as short as possible
- Using screens or barriers to separate people from each other
- Using back-to-back or side-to-side working whenever possible
- Staggering arrival and departure times
- Reducing the number of people each person has contact with by using 'fixed teams or partnering'

### **We will;**

- Identify what work activity or situations might cause transmission of the virus
- Identify who could be at risk
- Decide how likely it is that someone could be exposed
- Act to remove the activity or situation, or if this isn't possible, control the risk and record

### **Steps needed to managing risk;**

- Identify Hazards
- Assess the Risks
- Control the Risks
- Record your Findings
- Review the controls

### **Definition**

**Generic Risk Assessment-** *Are risk assessments that are filled in but have not been adapted to a specific site or project.*

**Specific Risk Assessment-** *Are risk assessments that have been adapted to a specific site, and only contain relevant information for that particular project.*

**Dynamic Risk Assessment-** *Is the practice of mentally observing, assessing and analysing an environment while we work, to identify and remove risk. The process allows individuals to identify a hazard on the spot and make quick decisions in regards to their own safety.*

## **Risk Management in the workplace**

HGCT will ensure they seek advice from the Government and HSE to provide a venue and work environment that is 'COVID-Secure' for all. The below guidance has been written to coincide with the latest government guidance issued on 24<sup>th</sup> of June 2020, titled *Working safely during COVID-19, in Offices and contact centres*.

### **Travelling to and from work**

All HGCT employees will receive the below information around safety travelling to and from work and HGCT will aim to provide the following;

- Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.
- To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.
- Providing additional parking or facilities such as bike racks to help people walk, run, or cycle to work where possible.
- Limiting passengers in corporate vehicles, for example, work minibuses. This could include leaving seats empty. Reducing congestion, for example, by having more entry points to the workplace.
- Providing more storage for workers for clothes and bags. Using markings and introducing one-way flow at entry and exit points.
- Providing handwashing facilities, or hand sanitiser where not possible, at entry/exit points and not using touch-based security devices such as keypads.
- Maintaining use of security access devices, such as keypads or passes, and adjusting processes at entry/exit points to reduce risk of transmission. For example, cleaning pass readers regularly and asking staff to hold their passes next to pass readers rather than touching them.

### **Protecting people who are at higher risk**

HGCT can identify clinically extremely vulnerable individuals who have been strongly advised not to work outside the home during the pandemic peak and only return to work when community infection rates are low.

Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions), are required to take extra care in observing social distancing and HGCT will ensure where possible employees work from home, either in their current role or in an alternative role.

If clinically vulnerable individuals cannot work from home, HGCT will offer the option of the safest available on-site roles, enabling them to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable). If they cannot maintain social distancing.

## **People who need to self-isolate**

Any employee who addresses the need to self-isolate should consider;

- If they are displaying signs and symptoms of feeling unwell they should immediately go home, and contact 111 for a test.
- Employees should also consider self- isolation if anybody in their households or support bubbles are displaying any symptoms.
- If any employees with showcasing symptoms has been in contact through partnering or sharing spaces with any other employees, then the company should consider sending those effected home to equally self-isolate.
- Anyone who needs to stay at home to shield, HGCT will ensure where possible they can carry out their work duties at home, and additionally anyone who the government has stated must stay at home will be considered in the same way.

## **Equality in the workplace**

HGCT employees recognise it is breaking the law to discriminate, directly or indirectly, against anyone because of a protected characteristic such as age, sex, disability, race or ethnicity.

Employers also have particular responsibilities towards disabled workers and those who are new or expectant mothers. HGCT will;

- Consider whether we need to put in place any particular measures or adjustments to take account of an employee's duties under the equality's legislation.
- Understanding and considering the particular circumstances of those with different protected characteristics.
- Involving and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk, or might make any steps you are thinking about inappropriate or challenging for them.
- Making reasonable adjustments to avoid disabled employees being put at a disadvantage, and assessing the health and safety risks for new or expectant mothers.

## **Social Distancing for employees**

HGCT will ensure that all workers are equipped with learning and training prior to returning to work duties or facilities, and that all employees promote the mandatory measures around social distancing in the workplace.

Where the social distancing guidelines cannot be followed in full in relation to a particular activity, HGCT will consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.

Mitigating actions include:

- Further increasing the frequency of hand washing and surface cleaning.

- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- Social distancing applies to all parts of HGCT facilities, not just the place where employees spend most of their time, but also entrances and exits, break rooms, and kitchen facilities. These are often the most challenging areas to maintain social distancing and employees will be specifically reminded.

### **Moving around buildings and work sites**

HGCT will aim to reduce movement by discouraging non-essential trips within buildings and sites;

- Restricting access to some areas, encouraging use of radios, telephones or other electronic devices, where permitted, and cleaning them between use.
- Restricting access between different areas of a building or site.
- Reducing job and location rotation. Introducing more one-way flow through buildings.
- Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible.
- Manage use of high traffic areas including corridors, lifts turnstiles and walkways to maintain social distancing.

### **Work places and work stations**

For employees who work in one place, workstations will allow them to maintain social distancing wherever possible.

- Workstations will be assigned to an individual and not shared. If they need to be shared they will be shared by the smallest possible number of employees.
- If it is not possible to ensure workstations comply with social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable), then HGCT will consider whether that activity needs to continue, and if so take all mitigating actions possible to reduce the risk of transmission.
- HGCT will review layouts and processes to allow people to work further apart from each other. Using floor tape or paint to mark areas to help people comply with social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable). Only where it is not possible to move workstations further apart, arranging employees to work side by side or facing away from each other rather than face-to face.
- Only where it is not possible to move workstations further apart, use screens to separate employees from each other.
- Manage occupancy levels to enable social distancing. Avoiding use of hot desks and spaces and, where not possible, for example, call centres or



training facilities, cleaning workstations between different occupants including shared equipment.

## **Meetings and Common areas**

HGCT will ensure remote working tools are available to avoid in-person meetings, and will only allow this activity if absolutely necessary, if so employees and users should maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).

Employees should avoid transmission during meetings, for example, avoiding sharing pens, documents and other objects. Provide hand sanitiser in meeting rooms. Hold meetings outdoors or in well-ventilated rooms whenever possible. For areas where regular meetings take place, using floor signage to help people maintain social distancing.

### **Common areas;**

- Stagger break times to reduce pressure on staff break rooms or places to eat and ensuring social distancing is maintained in staff break rooms.
- Using safe outside areas for breaks.
- Create additional space by using other parts of the workplace or building that have been freed up by remote working.
- Installing screens to protect staff in receptions or similar areas.
- Encourage employees to bring their own food.
- Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions. Encouraging staff to remain on-site and, when not possible, maintain social distancing while off-site.
- Encouraging storage of personal items and clothing in personal storage spaces, for example, lockers and during shifts.

## **Accidents, security and other incidents**

HGCT recognise that in an emergency, such as an accident, provision of first aid, fire or break-in, employees do not have to comply with social distancing guidelines if it would be unsafe.

Any employee involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.

All employees should be aware of any changes to facilities that may cause a change to evacuating the building as quickly as possible and HGCT will update their incident and emergency procedures in response to COVID-19.

HGCT will consider safety of all involved in first response such as First Aid, searches and security and Fire Marshalls.

## **Guidance for First Aiders**

Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.

If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.

### **Preserve life: CPR**

- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- Ask for help. If a portable defibrillator is available, ask for it
- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation
- If available, use:
  - a fluid-repellent surgical mask
  - disposable gloves
  - eye protection
  - apron or other suitable covering
- Only deliver CPR by chest compressions and use a defibrillator (if available) – **don't** do rescue breaths

### **Prevent worsening, promote recovery: all other injuries or illnesses**

- If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- If giving first aid to someone, you should use the recommended equipment listed above if it is available
- You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible

### **After delivering any first aid**

- Ensure you safely discard disposable items and clean reusable ones thoroughly
- Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible

### **Managing customers, visitors and contractors**

HGCT will;

- Maintain a record of all visitors, if this is practical.
- Encourage visits via remote connection/working where this is an option.
- Limit visitor times to a specific time window and restricting access to required visitors only.
- Limiting the number of visitors at any one time. Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.

- Revise visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions.
- Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.

### **Providing information and guidance on arrival**

- Provide clear guidance on social distancing and hygiene to people on arrival, for example, signage, visual aids and before arrival, for example, by phone, on the website, by email.
- Consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired. Establish host responsibilities relating to COVID-19 and provide any necessary training for people who act as hosts for visitors. Encouraging visitors to use hand sanitiser or handwashing facilities as they enter the premises.
- Inform visitors that they should be prepared to remove face coverings if asked to do so by police officers and staff for the purposes of identification.
- Ensure information provided to visitors, such as advice on the location or size of queues, does not compromise their safety.

### **Cleaning work spaces**

Before reopening HGCT will consider;

- Checking ventilation systems so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.

### **Keeping workspaces clean**

All staff at HGCT will;

- Frequently clean work areas and equipment between uses, using usual cleaning products.
- Frequently clean objects and surfaces that are touched regularly including door handles and keyboards, and provide adequate disposal arrangements for cleaning products.
- Clear workspaces and remove waste and belongings from the work area at the end of a shift. Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards.
- Maintaining good ventilation in the work environment. For example, opening windows and doors frequently, where possible.

### **Hygiene, handwashing and hand sanitizing**

HGCT will;

- Use signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.
- Provide regular reminders and signage to maintain personal hygiene standards.
- Provide hand sanitiser in multiple locations in addition to washrooms. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.
- Enhancing cleaning for busy areas.
- Providing more waste facilities and more frequent rubbish collection.
- Providing hand drying facilities – either paper towels or electrical dryers.

## **Changing rooms and showers**

Where shower and changing facilities are required at HGCT, we will aim to set clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible. Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.

## **Handling goods, merchandise and other materials**

Cleaning procedures for goods and merchandise entering the site.

HGCT will introduce greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical.

- Regular clean vehicles that workers may take home.
- Restrict non-business deliveries, for example, personal deliveries to employees.
- Provide a cleaning procedure for vehicles.

## **PPE equipment**

PPE protects the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks. HGCT provide access to such equipment through our Operations Manager, and to any employee who may be working at height, industrially and many others.

The government guidance states workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19. Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that

PPE is required, then you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly. HGCT do not feel they will face a high-level risk around COVID-19 whilst situated in the readiness level of Amber.

## **Face Coverings**

Where you must wear a face covering

In England, you must wear a face covering in the following indoor settings (a list of examples for each is included in the brackets):

- public transport (aeroplanes, trains, trams and buses)
- transport hubs (airports, rail and tram stations and terminals, maritime ports and terminals, bus and coach stations and terminals)
- shops and supermarkets (places which offer goods or services for retail sale or hire)
- shopping centres (malls and indoor markets)
- auction houses
- premises providing professional, legal or financial services (post offices, banks, building societies, high-street solicitors and accountants, credit unions, short-term loan providers, savings clubs and money service businesses)
- premises providing personal care and beauty treatments (hair salons, barbers, nail salons, massage centres, tattoo and piercing parlours)
- premises providing veterinary services
- visitor attractions and entertainment venues (museums, galleries, cinemas, theatres, concert halls, cultural and heritage sites, aquariums, indoor zoos and visitor farms, bingo halls, amusement arcades, adventure activity centres, funfairs, theme parks, casinos, skating rinks, bowling alleys, indoor play areas including soft-play areas)
- libraries and public reading rooms
- places of worship
- funeral service providers (funeral homes, crematoria and burial ground chapels)
- community centres, youth centres and social clubs
- exhibition halls and conference centres
- public areas in hotels and hostels
- storage and distribution facilities

You are expected to wear a face covering before entering any of these settings and must keep it on until you leave unless there is a reasonable excuse for removing it. More detailed advice on the application of these requirements in different settings can be found in the Government's guidance for [working safely](#).

You should also wear a face covering in indoor places not listed here where social distancing may be difficult and where you will come into contact with people you do not normally meet.

Face coverings are needed in NHS settings, including hospitals and primary or community care settings, such as GP surgeries. They are also advised to be worn in care homes.

In the event you cannot wear a face covering participants, members of the public and staff should actively promote the following.

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
- Practise social distancing wherever possible. You can make face-coverings at home and can find guidance on how to do this and use them safely on GOV.UK

Our organisation is classed as a community setting with multiple youth related activities, and therefore we will follow the guidance issued above, and ensure members of the public, staff and participants are appropriately wearing a face covering, where this may breach the government law is during weather conditions, partaking in physical activity.

## **Communications and Training**

All staff returning to work at HGCT will receive mandatory training on policies and procedures and updates in accordance to their role with the company and the current mandatory requirements to ensure we are a COVID- secure facility.

- Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language and those with protected characteristics such as visual impairments. Ongoing engagement with workers (including through trades unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments.
- Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19).
- Using visual communications, for example, whiteboards or signage, to explain changes to schedules or breakdowns without the need for face-to-face communications.

- Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience.

## **Consulting and communicating with all employees**

HGCT will consult all workers on health and safety and will provide ample opportunities for workers to raise concerns and influence decisions on managing health and safety. HGCT will ensure that the communication is delivered by the CEO and Head of Departments to cascade information around protecting themselves and others in a working environment.

- One to one meeting and an onboarding process for employees returning to work
- Guidance and support on how to work from home safely
- Departmental forums for outreach, wellbeing and Q+A
- Weekly check in's
- Spot checks and additional support for duties that are moderately to highly at risk

By talking to all our employees HGCT can explain the changes we are making; get their thoughts and ideas about how to change the workplace to keep people safe and to ensure those changes are workable.

## **HGCT will consider the following discussions with staff;**

- Changes to work spaces and environments to maintain social distancing and access points
- Areas and tasks whereby social distancing is hard to maintain
- Assess communal areas such as toilets, kitchens, meeting spaces, car park and smoking areas.
- Any employee who is at high to moderate risk.
- Adaptations to work duties such as virtual meetings instead of face to face.
- Personal Equipment and sharing of work spaces, printers and other touch points.
- Entrances and exits to the workplace, staggered hours if required
- Assessing how a member of staff may or may not feel safe within employment
- Discussion on personal welfare and wellbeing.

HGCT will still adopt the key messaging of those who can still work from home will do, and have set out clear guidance for all employees to support them working from home.

## **Local lockdown**

Following government advice and the advice from National Youth Agency. HGCT understand the rules set out by the government around further restrictions in the area of Kirklees. Activity will continue to be carried out under the amber readiness status, and reduced volumes of people gathering in an indoor setting has been accounted for. Children and young people will continue to create bubbles and whilst

the building is shared, we have outlined clear guidelines to protect people and ensure pathways and indoor class spaces are not shared. This policy will continually be reviewed as a result of government updates.

For more information <https://www.gov.uk/guidance/north-west-of-england-local-restrictions-what-you-can-and-cannot-do>

## **Working from home policy**

### **1. ABOUT THIS POLICY**

- 1.1 This policy is being applied as part of contingency planning measures in response to the outbreak of Novel Coronavirus.
- 1.2 This policy sets out how we will deal with requests for homeworking, those circumstances in which homeworking may be required by the company, and the conditions on which homeworking must be undertaken. If you undertake work from home you must comply with this policy.
- 1.3 This policy does not form part of any employee's contract of employment and we may amend it at any time. This policy may be withdrawn at any time.
- 1.4 If you are considering making a request for homeworking that is not related to the Coronavirus outbreak then please speak to your Line Manager about the applicable policy or procedure to follow.
- 1.5 This policy covers all employees, officers, consultants, contractors, volunteers, casual workers and agency workers.

### **2. WHAT IS HOMEWORKING?**

Homeworking means working from home on an occasional, a temporary or a permanent basis. Homeworking does not entitle you to choose when and how you work. It simply means you do your job from home. Your contractual obligations, including your core working hours, continue to apply. Any changes would need to be agreed between us.

### **3. HOMEWORKING ARRANGEMENTS**

- 3.1 As a result of the outbreak of Coronavirus there may be occasions when you are required, or feel the need to self-isolate, or you become unable to attend the workplace for other reasons linked to the Coronavirus. Homeworking can be requested by you, or you may be asked to work from home by the Company in the following circumstances:
  - (a) When you are instructed to self-isolate in accordance with Government or medical guidance
  - (b) When you feel it is appropriate or desirable that you self-isolate due to concerns or risks associated with the virus



- (c) When a dependent is required to or feels the need to self-isolate
  - (d) When arrangements for care of a dependent have broken down for reasons linked to the virus
  - (e) When public transport is disrupted
  - (f) When there are school and nursery closures
- 3.2 In these circumstances working at home can be authorised by your line manager where, in their opinion, the work that you do can be undertaken at home.
- 3.3 It is envisaged that any homeworking arrangements agreed under the terms of this policy will be temporary in nature and will not constitute a change to terms and conditions of employment.
- 3.4 The Company will not encourage homeworking in cases of sickness, which includes any diagnosis of Coronavirus. Employees who are sick and unable to work will be treated as absent in line with the Company's Employment of contract.

#### **4. APPLYING FOR HOMEWORKING**

- 4.1 To make a request for homeworking you should contact your line manager in the first instance and discuss the reasons for your application. You may then be asked to submit your request in writing with details of your reasons for the wishing to work from home. When making your request you should set out:
- (a) the reasons for your request
  - (b) when you would like your homeworking to begin
  - (c) For how long you wish to work from home
  - (d) your proposed working pattern during any period of homeworking
- 4.2 If the company would like you to work from home we will first discuss the reasons for the request with you and may then confirm the request in writing. Any request to work from home should be considered a reasonable management request and it will be a condition of your employment that you adhere to any such reasonable management request. We will provide you with the following information:
- (a) the reasons for the request
  - (b) when the period of homeworking should commence
  - (c) How long it's envisaged you will be required to work from home
- 4.3 If you wish to apply to work from home you will need to be able to show that you can:
- (a) work independently, motivate yourself and use your own initiative;
  - (b) manage your workload effectively and complete work to set deadlines;
  - (c) identify and resolve any new pressures created by working at home; and
  - (d) adapt to new working practices including maintaining contact with your

- line manager and colleagues at work
  - (e) Demonstrate that your home environment is suitable for homeworking including having a decent work area and a reasonably strong internet connection.
- 4.4 We may ask you to agree to a home visit by your line manager in order to carry out a risk assessment, install or service equipment, or to reclaim equipment on termination of your homeworking arrangement. We may also want to carry out a data protection risk assessment before deciding whether or not to agree to homeworking.
- 4.5 If your request is refused we will provide written confirmation of the reasons for the refusal.

## **5. MANAGING HOME WORKING**

- 5.1 Employees who work from home are subject to the same rules, procedures and expected standard of conduct and performance as all other employees. Contractual obligations, duties and responsibilities remain in place, as do our workplace policies.
- 5.2 We will keep in regular contact with you during your homeworking via phone, Zoom meetings and face-to-face meetings. We may want to put in place certain procedures to monitor homeworkers such as a diary work logs, calls at particular times, checking activity on IT systems etc.
- 5.3 Where an IT or other problem prevents you from working effectively from home, you should contact your line manager straightaway. We may need you to come into work until the issue has been resolved.
- 5.4 If you cannot work on a homeworking day because of illness or injury, you must follow the procedure set out in your contract and our Sickness Absence Policy.

## **6 WORKING AT HOME: EQUIPMENT**

- 6.1 We may provide you with equipment that we consider you could reasonably require to work from home which will remain our property. This may include, laptop, chair, printer. We will make all necessary arrangements for installing and removing equipment from your home. We [may ask you to cover or contribute) to the cost of any necessary installations of equipment.
- 6.2 Where equipment is provided you must:
  - (a) use it only for the purposes for which we have provided it;
  - (b) take reasonable care of it and use it only in accordance with any operating instructions and our policies and procedures; and
  - (c) make it available for collection by us or on our behalf when requested to do so.

- 6.2 It is your responsibility to ensure that you have sufficient and appropriate equipment for working from home. If you intend to use personal equipment, such as a computer, you must obtain authorisation from your line manager first. We are not responsible for the provision, maintenance, replacement, or repair in the event of loss or damage to any personal equipment used by you when working for us.
- 6.3 We are not responsible for associated costs of you working from home including the costs of heating, lighting, electricity or telephone calls.

## **7. WORKING AT HOME: DATA SECURITY AND CONFIDENTIALITY**

- 7.1 All equipment and information must be kept securely. You should take all necessary steps to ensure that private and confidential material is kept secure at all times. Your line manager must be satisfied that all reasonable precautions are being taken to maintain confidentiality of material in accordance with our requirements.
- 7.2 You may only use equipment which has been provided by or authorised by us. You agree to comply with our instructions relating to software security and to implement all updates to equipment as soon as you are requested to do so.
- 7.3 You confirm that you have read and understood our policies relating to computer use, electronic communications and data security and that you will regularly keep yourself informed of the most current version of these policies.
- 7.4 If you discover or suspect that there has been an incident involving the security of information relating to the company, clients, customers or anyone working with or for the company, you must report it immediately to your manager.

## **8. WORKING AT HOME: HEALTH AND SAFETY**

- 8.1 When working at home you have the same health and safety duties as other staff. You must take reasonable care of your own health and safety and that of anyone else who might be affected by your actions and omissions.
- 8.2 We retain the right to check home working areas for health and safety purposes. The need for such inspections will depend on the circumstances including the nature of the work undertaken.
- 8.3 You must not have meetings in your home with customers and must not give customers your home address or telephone number.
- 8.4 You must ensure that your working patterns and levels of work both over time and during shorter periods are not detrimental to your health and wellbeing.
- 8.5 You must use your knowledge, experience and training to identify and report any health and safety concerns to your line manager.
- 8.6 When you are working at or from home you are covered by our accident insurance policy. Any accidents must be reported immediately to your line

manager.

## **9. TERMINATING THE AGREEMENT**

9.1 Any terms on which it is agreed that you may work from home will include the following:

- time
- (a) We reserve the right to terminate the homeworking arrangement at any time
  - (b) You may request to terminate your homeworking arrangement but we reserve the right to refuse your request.
  - (c) You will be subject to the same performance measures, processes and objectives that would apply if you worked in The Zone.
  - (d) Your line manager will remain responsible for supervising you, will regularly review your homeworking arrangements and take steps to address any perceived problems. They will ensure that you are kept up to date with circulars and information relevant to your work.
  - (g) Working at or from home may affect your home and contents insurance policy, mortgage, lease or rental agreement. You must make any necessary arrangements with your insurers, bank, mortgage provider or landlord before commencing homeworking.

In addition to this document HGCT have completed the following documentation;

- HGCT generic Risk Assessment
- HGCT departmental generic Risk Assessment
- Specific Activity Risk Assessment
- Onboarding induction pack for returning staff
- Working from Home Policy
- Wellbeing Policy

### **Further help and support**

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>



<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/maintaining-education-and-skills-training-provision-further-education-providers>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/885631/Overview\\_of\\_scientific\\_advice\\_and\\_information\\_on\\_coronavirus\\_COVID19.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/885631/Overview_of_scientific_advice_and_information_on_coronavirus_COVID19.pdf)

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-personal-trainers-and-coaches-on-the-phased-return-of-sport-and-recreation>  
<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>  
<https://www.gov.uk/government/publications/awarding-qualifications-in-summer-2020>  
<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>  
<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>  
<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>  
<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>  
<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>  
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

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