

Health and Safety Policy

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Introduction

Makers Academy takes health and safety issues seriously. We're committed to protecting the health and safety of all employees, students, apprentices and visitors as well as anyone else who is affected by our business activities or is in attendance on our premises. This policy is intended to help us achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.

Achieving a healthy and safe workplace is a collective task shared between Makers Academy, our employees, students, apprentices and visitors.

This policy and the rules contained in it, apply to all employees, irrespective of seniority, tenure or working hours. This includes directors, officers, governors, board members, consultants and contractors.

This is a statement of policy only and does not form part of your contract of employment. This policy and the various associated procedures may be amended at any time by Makers at our discretion. We will review this policy at regular intervals to ensure that it is achieving its aims effectively.

The following statement is prepared in compliance with the Health and Safety at Work Act 1974 and sets out the general policy of Makers Academy concerning health, safety and welfare at work.

Health and Safety Policy Statement

At Makers, we consider the health, safety and welfare of our employees, students, apprentices, visitors and the wider community, and the safe discharge of our activities to be of paramount importance. Our health and safety policy has the objective of ensuring the health, safety and welfare of our staff, students, contractors and visitors. It is issued to all staff and contractors working for Makers and is made available to all students, suppliers and visitors upon request.

All employees, students, visitors and contractors are responsible for their safety and the safety of others and shall conduct activities over which they have control in a safe manner and per our policies and procedures. Makers require all of our employees to work safely and with due consideration for the safety of others. We will provide training, supervision and equipment as necessary. Makers also require all employees, students and apprentices to report without delay, to their manager or the Operations Team, any situation that could give rise to serious and imminent danger to health and safety and also any noted shortcomings in Makers' protection arrangements for health and safety.

The attention of all employees is drawn to their legal responsibility to take reasonable care of themselves and all others who may be affected by their acts and/or omissions and to co-operate with their employer concerning health & safety matters. All employees have a duty not to interfere with or misuse any equipment provided by Makers in the interests of health and safety.

Contractors who are selected to undertake work for Makers are required to apply the same standards of care for health and safety as Makers do themselves.

Assessment of work-related risks is a key part of managing safety at Makers. Unsafe working practices must not be condoned. Any deficiencies, defects, faults, etc must be brought to the attention of the Operations Team.

Training

Our induction programme for new starters requires all new employees to attend a health and safety induction session with a member of the Operations Team within one month of taking up employment with us. Employees are also required to read the information contained in the Health and Safety Law poster displayed in the office and complete online Health and Safety training. This training will be refreshed on an annual basis.

All staff will be made aware of this policy upon joining Makers. This policy is also accessible to our staff, students, apprentices, visitors and other key stakeholders at all times via our website.

Staff will be informed of any updates to this policy via Slack and announcements at All-Hands meetings.

Employer responsibilities

It is Makers' policy to comply with all relevant statutory and regulatory provisions and to take such additional measures as we consider necessary to comply with our health and safety obligations. To achieve this Makers will, as a minimum, operate to legal requirements and established standards of good practice and will as far as is reasonably practicable:

1. Manage its activities in such a way as to ensure that the health, safety and welfare of all employees, students, contractors, and any other persons on its premises are not put at risk.
2. Provide and maintain systems of work that are safe and without risk to health.
3. Provide the necessary information, instruction, training and supervision to ensure the health and safety of all employees, students, contractors and any other persons on Makers premises.
4. Maintain a workplace that is safe and without risk to health.
5. Provide and maintain a working environment that is safe, without risks to health and is adequate with regard to facilities and arrangements for the welfare at work of all employees.

6. Promote through consultation and other means, the active involvement of all staff in the development, promotion, implementation and monitoring of measures provided for health, safety and welfare.
7. Ensure that risk assessments are carried out as required.
8. Cooperate in safety matters with other organisations with whom Makers share buildings and coordinate safety arrangements with such organisations.
9. Investigate thoroughly all accidents and unusual occurrences affecting health and safety.
10. Review and revise this policy as necessary at regular intervals.
11. Establish emergency procedures as required.
12. Provide the required number of qualified First Aiders, Fire Marshals, Fire Wardens and Mental Health First Aiders and ensure that appropriate first aid facilities and equipment are provided.

The CEO is ultimately responsible for the adequacy and effectiveness of Makers' arrangements for health and safety. The CEO will oversee and monitor the implementation of this Health and Safety Policy and will make changes when necessary. The CEO is assisted in performing the duties associated with these responsibilities by the Senior Operations Manager. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Senior Operations Manager.

Responsibilities of all staff

The responsibilities for each employee's health and safety do not rest entirely with Makers and its management. Every employee, irrespective of their position at Makers, has a legal duty to co-operate with management to enable Makers to comply with the law and to ensure that the workplace is safe for everyone.

Employees must consider safety as part of everything they do. In particular, they should take reasonable care of their health and safety and also that of any other person who may be affected by their actions or omissions. Employees who are not prepared to work safely are a danger to themselves and their colleagues and are a liability to Makers.

During work, if an employee becomes aware of any hazards, which they have not been trained to deal with, they should inform their line manager and the Operations Team so that appropriate corrective action can be taken. Reports can be made via the [Ops ticketing system](#). If nothing is done, or they believe that what is done is insufficient, the employee should speak to the Senior Operations Manager or a member of the Senior Management Team.

Achieving a healthy and safe workplace is a collective task which requires the full cooperation of all of our employees. All employees are expected to give every possible

assistance to ensure the successful implementation of this policy and to take reasonable care for their safety and that of others.

To achieve this, all employees must:

- (a) Comply with all safety instructions and directions issued by Makers including all procedures outlined below.
- (b) Take reasonable care for their health and safety, and the health and safety of other persons (e.g. other employees, contractors, students, suppliers, etc) who may be affected by their acts or omissions at work, by observing safety rules which apply to them.
- (c) Cooperate with Makers to ensure that the aims of this Health and Safety Policy (as amended from time to time) are achieved and that any duty or requirement imposed on Makers by or under any of the relevant statutory provisions are complied with.
- (d) Report all health and safety concerns to the Operations Team promptly, including any potential risk, hazard or actual or possible malfunction of equipment.
- (e) Co-operate in the investigation of all accidents or incidents that have led to or may lead to injury.
- (e) Use equipment provided per the training received.
- (f) Report any potential risk, hazard or malfunction of equipment to the appropriate authority.
- (g) Keep the workplace tidy and free from hazards.

Any failure by an employee to comply with any aspects of Makers health and safety procedures, rules or duties specifically assigned to the employee with regards to health and safety will be regarded by Makers as misconduct which will be dealt with under the terms of Makers' disciplinary procedure.

Student safety

Makers are committed to ensuring that all activities are carried out with the highest regard for the health, safety and welfare of all of our employees, students, apprentices and visitors. We aim to achieve excellence in health and safety for our community through continuous improvement of standards and systematic removal of the causes of accidents, illness and ill-health.

Our Senior Management team acknowledges that ensuring the health and safety of staff, students, apprentices and visitors is essential to the overall success of the organisation. To that means, we are committed to:

- Providing a safe and healthy working and learning environment
- Preventing accidents and health-related ill health
- Assessing and controlling risks from curriculum and non-curriculum based activities
- Ensuring safe working practices, and methods and providing students and apprentices with safe equipment
- Providing effective information, instruction and training
- Monitoring and reviewing systems regularly to ensure they are effective and safe
- Promoting a positive health and safety culture through communication and consultation with our students and apprentices, ensuring representation on health and safety matters where possible
- Setting targets and objectives to develop a culture of continuous improvement at Makers
- Ensuring adequate welfare facilities exist at our premises
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

All Makers staff, students and apprentices will play their part in the implementation of this health and safety policy.

Policy reviews

Health and safety policy reviews and health and safety issues will be discussed regularly by Makers. Any member of Makers management may be approached by employees to raise particular safety issues. It's therefore important that all managers know of the correct reporting processes for such issues.

The Senior Operations Manager to whom any findings in this area should also be communicated will undertake regular risk assessments regarding health and safety. The CEO is ultimately responsible for the control and/or removal of the uncovered risks, and will make sure that the required action is implemented.

This policy, statement and any associated procedures and risk assessments will be reviewed on an annual basis.

Procedures

Physical Safety

The following procedures provide a framework for identifying and dealing with physical security risks facing Makers Academy, its staff, students and visitors.

Makers Safety Inspections

To ensure that our policies and procedures are being correctly implemented, inspections will be carried out annually. The frequency of monitoring will depend on the issues involved to some extent. Issues arising from inspections will be reported to Makers Senior Management Team and appropriate remedial action will be instigated by the Senior Operations Manager.

Staff should report any defects, faults and other safety hazards that they become aware of to the Operations Team as soon as possible using the [Ops ticketing system](#).

Fire Safety

All employees must ensure that they know the positions of the nearest fire alarm call point, internal telephones, fire extinguishers, fire exit routes and fire meeting points.

Details of procedures, exit and assembly points, and the appointed Fire Marshals are displayed on notice boards around the office. All employees must familiarise themselves with our emergency procedures to minimise the dangers caused by fire.

You must be aware of your nearest fire exit, and its alternative in case of emergency.

You must also be aware of the position of your nearest fire extinguisher to your working location as well as its type and know how to operate it.

On discovering a fire:

- Activate the Fire Alarm by operating the nearest fire alarm call point
- If it is safe to do so, dial 999 via the nearest internal telephone and state location of the fire and any other details which may be of use, including what sort of fire it is - electrical, chemical etc
- If safe to do so and your escape route is clear, use the appropriate fire extinguisher
Evacuate the building

On hearing the fire alarm:

- Immediately evacuate the building calmly using the nearest available fire exit

- Remain calm and proceed in an orderly manner; do not run
- Do not use the lift or stop to collect your personal belongings
- Report to the assembly point, located at the corner of Thrawl Street and Commercial Street
- Do not re-enter the building until instructed by authorised personnel that it is safe to do so

Do not put your safety at risk.

The fire alarm system is tested weekly by the building manager and bi-annual evacuation drills are carried out and organised by the Facilities Coordinator.

Bomb Threat Procedure

In the event of a bomb threat, or on discovering a suspicious object, you must be ready to assess the risk and react appropriately.

Remember - do not ignore a suspect package. It is better to look foolish than be injured.

If you receive a suspicious package; inform the Senior Operations Manager immediately or in their absence, a member of the Senior Management Team - they will contact the police and fire brigade. All employees, students and visitors should be evacuated from the building until it is deemed safe to return.

Do not attempt to touch the package or allow anyone else to do so.

If you receive a telephone warning you should allow the caller to complete the message without interrupting them, and keep the caller talking for as long as possible. Whilst on the phone try to attract the attention of a colleague and ask them to make a written note of the call. Attempt to continue contact by keeping the caller on the line - remain calm and listen carefully - note any information about the caller which may be helpful to the authorities - for example, code words, the caller's sex, accent, any speech impediment, age or any background noise.

After receiving a bomb threat, pass the information to the Senior Operations Manager or a member of the Senior Management Team immediately.

The Senior Operations Manager or a member of the Senior Management Team will decide whether it is appropriate to evacuate the building or initiate a search of the building.

The Senior Operations Manager or a member of the Senior Management Team will give instructions as to the evacuation procedure in the event of a bomb threat. Depending on the threat or location of any suspicious packages, the normal fire procedures may not be used.

We ask you to please remain calm and follow instructions from the designated person carefully.

First Aid and Serious Injury

First Aid boxes are kept on all floors of the office in clearly marked locations. They are accessible to all First Aiders. First Aid supplies are maintained by the Operations Team. To ensure our first aid supplies are kept fully stocked, the use of any first aid supplies should be reported to the Operations Team.

In cases of injury, contact any available First Aider and if it is safe and necessary to do so, request an ambulance by calling the national emergency telephone number 999 or 112. Clearly state the location of the injured person. Make sure that as much detail as possible is given to the emergency services - for example, the injured person's location, what has or may have happened, injuries sustained, and your name as well as that of the injured person (if possible).

Unless you are a trained First Aider do not attempt to administer first aid to the injured person however minor their injury may seem. Try to keep them calm, and attempt to find out as much as possible about the accident. Report this as soon as possible to the First Aider or the emergency services if necessary.

Any personal details relating to the accident, such as details of illness, will be kept separately and stored confidentially. Only the Senior Operations Manager will have access to these details. When you fill in the Accident Book you will be required to sign a form to confirm your consent to Makers retaining this information per the requirements of the Data Protection Act 1998 and the GDPR.

Accident and Illness Reporting

Procedure for reporting accidents on Makers' premises

In the event of an accident which we believe requires the casualty to attend a hospital for treatment, a judgement should be made as to whether an ambulance is necessary. If a casualty is required to attend a hospital or treatment centre but an ambulance is not required, it is recommended that a taxi is used.

All accidents, dangerous occurrences and near misses must be reported to the Operations Manager and recorded in the accident book kept alongside the first aid box on the staff floor. The completed form should be given to the Operations Manager for processing.

The following information should be obtained at the time of the accident:

- Name of the casualty
- Date and time of the incident
- Injuries sustained (with as much detail as possible)
- Treatment given and by whom

- Advice given as to whether the casualty should seek further treatment or attention
- Signatures of the person recording the accident and the casualty

Certain injuries must be reported under the Reporting of injuries, disease and dangerous occurrence regulations 2013 (RIDDOR). This includes:

- An injury resulting in the casualty having more than 7 days off work
- A broken bone
- An injury resulting in death

More information on RIDDOR is available on the [Health and Safety Executive website](#).

Reporting on RIDDOR must be completed immediately, either [online](#) or for fatal or specified injuries, via the Incident Contact Centre on 0845 300 9923.

Procedure for reporting external accidents involving apprentices and staff

In the event of Makers Academy being informed of an accident involving apprentices or a member of Makers staff within their work setting, the following procedures should be adhered to:

1. Information about the accident should be collected by the member of staff who is first informed of the accident (including the name of the casualty, details of the injury, date and time of the event, treatment received and remedial actions taken to address the danger)
2. A copy of the accident report should be obtained and forwarded to the Operations team for filing alongside our records if deemed necessary
3. The client partner should be informed and appropriate action taken. This could include suggesting actions/recommendations for minimising future risks, completing an updated health and safety assessment for the employer or collecting copies of risk assessments completed since the incident took place.

Accident and Incident Reporting

All injuries, diseases and dangerous occurrences must be reported. The Senior Operations Manager must be contacted immediately following major injuries and certain dangerous occurrences. First Aid boxes are kept on each floor of the office, usually by the First Aiders or are stored in the proximity of their desk. All accidents and cases of work-related ill-health are to be recorded in the Accident Book that is kept by the Operations Team. The Senior Operations Manager is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority as and when necessary.

Medical and Emergency Contact Details

Every employee is required to give details of an emergency contact through our HR management system, CharlieHR. These details are essential in case there is a medical or another emergency.

If you suffer from any medical complaint that may at any time affect your capacity to perform your job to the required standard, please ensure that you inform your manager or a member of the People Team. Please also inform us if you need to take prescription drugs during work hours. Any legally prescribed drugs which are kept on the office premises must be clearly labelled with your name, the type of drug and, if necessary, advice on the administration and counteractive action. A separate fridge is available for medicine which needs to be kept cool. Please speak to a member of the Operations Team if you require this.

CCTV

Makers use CCTV to monitor the premises for security risks and keep our team and building safe. The installation and use of CCTV cameras comply with the Data Protection Act and CCTV Code of Practice.

- Cameras are located in prominent positions
- All surveillance is automatically recorded
- Only relevant people have access to CCTV recordings
- Images/video captured are not retained for longer than necessary

Signs are erected on all entrance points to the premises and throughout the site to ensure that staff and visitors are aware they are entering an area that is monitored by CCTV.

Security awareness and incident reporting

All staff and students must report any incident of crime or suspicious activity (even if it is not of a criminal nature) or items to the Operations Team or a member of the Leadership Team for further investigation.

The Senior Operations Manager is responsible for arranging the investigation of crimes or suspicious activities and maintaining a log/record of such instances.

Workload

Every aspect of the health and wellbeing of our employees is important to us - if at any time you feel that your workload is too much for you, ensure that you speak to your manager or a member of the People Team. We would rather spend time discussing this to improve your experience at Makers than to have a member of our team unable to work through stress or other difficulties.

Access Control

Access to the building is controlled by a security door with entry systems. Different entrances are used for staff/students and visitors to gain access to the building. Entry to the staff/student door is gained through a secure key code system.

Staff and students should be aware of their surroundings when entering the building, ensuring that the door closes properly behind them and that they do not allow any unauthorised persons to enter the premises at the same time.

The visitor entrance is accessible using a buzzer/intercom system, the security door will open upon a member of staff granting access via the intercom system.

Public Events

From time to time, Makers may run events open to the public at the office premises. To keep our staff, students and visitors safe several risk-mitigating measures should be followed including:

- Using a ticketing system and ensuring that only those with a valid ticket are granted access to the building
- Ensuring appropriate risk assessments are in place before the event
- Ensuring visitors receive a safety briefing outlining relevant emergency procedures
- Ensuring all visitors have left the venue at the end of the event
- Ensuring that visitors do not gain access to restricted staff areas during the event.

Site Safety

Maintenance of Workplace, and Equipment, Devices and Systems

Makers will ensure that all equipment, devices and systems (for example mechanical ventilation systems, emergency lighting and power doors) will be maintained in an efficient state, kept in good working order, and cleaned and repaired as appropriate. Regular maintenance will be carried out at suitable intervals, defects remedied promptly, and a suitable record of all the above kept and maintained by the Operations Team.

Ventilation

We will try to ensure that every enclosed workplace is ventilated with a sufficient quantity of fresh or purified air. Any equipment used to comply with this will include a device, which will give a visible or audible warning of any failure.

Temperature in Indoor Workplaces

We will try to ensure that the temperature in all workplaces inside the buildings is reasonable, and provides reasonable comfort without the use of special clothing. Reasonable is deemed to be at least 16°C (60.8°F). Any air conditioning provided will be checked and serviced at regular intervals to ensure that there is no escape into the

workplace of fumes, gas or vapour, which may be injurious or offensive to our employees, students and visitors.

Lighting

Each workplace will have suitable and sufficient lighting, wherever possible using natural light. We also aim to provide sufficient emergency lighting so that employees and other persons in the building are not exposed to danger if artificial light fails.

At places of particular risk, lighting will also be in place to help avoid other potential hazards.

Lights will not be permitted to become obscured and will be replaced, repaired and cleaned as and when necessary.

Cleanliness and Hygiene

Floor, corridors and stairs should be kept clear of items such as litter, boxes, and furniture. Litter bins and storage cabinets will be provided by Makers for this purpose. Please ensure that broken glass or other dangerous items are not put into waste paper bins unprotected.

Working Environment

Each workstation will be arranged so it is suitable for the person at work, and for any work likely to be done there as regards floor area, height and unoccupied space. For all roles where a substantial part of the work is done with the employee seated, a suitable chair will be provided. A suitable footrest can also be requested where necessary - if you require a footrest, please contact a member of the Operations Team to request one.

Workplace floors and surfaces should be kept clean and tidy. Please ensure that leads to telephones, desk lamps, chargers, computer terminals, and the like are kept as near to the walls as possible, and are not left to trail across the floor.

Please ensure that you tell the Senior Operations Manager if any equipment is, or appears to be damaged or unsafe and stop using the equipment immediately.

Computer Equipment

Makers implement a policy concerning Display Screen Equipment ("DSE") to provide a safe environment for staff whose work is highly dependent on the use of DSE. All employees will receive training in the safe use of DSE as part of the induction and onboarding process to ensure they are aware of the hazards and precautionary steps to take to reduce risk.

European legislation requires that those using display screen equipment as a significant part of their normal work abide by certain regulations:-

Daily work on display screen equipment should be interrupted periodically by breaks or changes in activity, to reduce the workload on the equipment. Spells of intensive screen work should be punctuated by regular breaks, to prevent the onset of fatigue.

We will ensure that people who regularly use DSE equipment are provided with an appropriate eye and eyesight test, carried out by an optician or doctor. All those who regularly use computer screens will be provided with adequate health and safety training in the use of that workstation, and this training will be updated if that workstation is modified.

Electrical Safety

All electrical equipment shall be inspected/tested per the guidance in the manufacturer instruction manuals. Regular checks are carried out by the Operations Team and where appropriate inspections and testing are performed by external technicians or contractors. Any new items of electrical equipment including those which are brought from home must be checked and/or inspected as appropriate. Members of the staff must report immediately any problems arising with electrical equipment to the Operations Team.

Manual Handling

Makers seek to minimise the risk of injury from manual handling operations. Members of staff who may be involved in such operations shall receive training in lifting and handling. Please report any manual handling issues to the Senior Operations Manager, including any requests for training.

Smoking

Smoking is not permitted in the office, nor anywhere in the building or its immediate vicinity, before, during or after work time. This includes the use of vapes, e-cigarettes and other water-based pipes. Please refer to our [smoking policy](#) for further information.

Competency for Tasks and training

Employee induction training will be provided for all new starters by a member of the Operations Team or a nominated person trained for this task. Job-specific training will be provided by a nominated senior member of staff. Training records are kept by the People Team as appropriate.

Out of hours working

If you wish to work in the office outside of our normal office opening hours (8.30 am to 7 pm) Monday to Friday, you will need to obtain permission from your manager before doing so.

Health and Safety Representatives

The CEO of Makers has appointed the following people to represent Makers for Health and Safety issues as described in this Policy.

First Aiders

Alex Addison
Eddie Address
Haylee Potts
Eoin Power
Jess Redfern
Dana Svoboda
Chloe Thornton
Ellen Truman

Fire Marshalls

Diana Constantinou
Leo Hetsch
Becks Hookham
Eoin Power
Jess Redfern
Ellen Truman
Jo Whitfield

Mental Health First Aiders

Will Bentinck
Eoin Power
Dana Svoboda

COVID-19 Measures

To ensure the risks of COVID-19 presented to any staff, visitors or students on site are reduced to an acceptable level, Makers will conduct all of our activities per legislative standards and in consideration of government guidance.

Good health and safety management will be an integral part of how we operate as a company and will be considered across all activities we deliver during this period.

These measures should be read alongside our main Health and Safety provisions outlined above as well as any Health and Safety risk assessments carried out to ensure that we can open the office and operate safely in these times.

Makers Academy will:

- Apply and communicate sensible risk management and safe working practices, including:
 - Regular assessment of hazards and associated risks
 - Implementation of preventative and protective control measures against those risks to an acceptable level
 - Monitoring the effectiveness of those measures by senior leaders
 - Provision of information, instruction, training and protective equipment to staff
 - Review of risk assessments, policies, procedures and practices at regular intervals and where additional information is gained through changes in government guidance, monitoring or following an incident

- Implement measures to ensure social distancing is observed across the site and is consistent with and appropriate to the numbers of staff and visitors
- Maintain an appropriate hygiene regime to be followed by all staff and visitors
- Operate an enhanced cleaning regime for the duration of COVID-19
- Ensure that staff are informed and instructed to ensure competence and awareness of health & safety precautions required during COVID-19.
- Require all employees to show proper personal concern for their safety, for that of the people around them
- Require staff to exercise increased due care and attention and observe safe working methods
- Communicate regularly and effectively with staff about the company's response to COVID-19
- Put in place any flexible working arrangements needed to support the delivery of business operations during COVID-19, including staggered start/end times
- Put in place measures to check on staff wellbeing (including for leaders)
- Draw up contingency plans for:
 - Someone falling ill or demonstrating symptoms on site
 - Deep cleaning in the event of an outbreak of COVID-19 on site
- Provide appropriate personal protective equipment (PPE) as required by staff for providing first aid

Guidelines for Staff Returning to Work

All staff must take personal responsibility to ensure that they have fully read and adhere to these principles as well as the health and safety risk assessment and current government [return to work guidance](#) to protect their safety and that of their colleagues and visitors.

Hygiene practices

All staff must follow the enhanced hygiene practices that we have implemented including increased handwashing, wearing face coverings and sanitising workstations after use.

We will ensure that we provide adequate handwashing facilities or hand sanitisers throughout the office and at entrance/exit points. All staff are expected to use these regularly.

We encourage staff to bring their own food into the office as our normal refreshments and snacks will not be provided for the time being. We also warmly encourage you to bring your own utensils (such as cutlery and drinks bottles) wherever possible.

If you choose to return to the office, we expect you to follow good hygiene practices at all times such as covering your mouth and nose when coughing or sneezing, avoiding shaking hands with or touching other people and disposing of any waste such as used tissues carefully and responsibly.

You will also be expected to wipe down your workstation after use, including any computer screens, telephones or entry phones you have touched. Makers will provide adequate cleaning equipment to enable you to do this as well as adequate disposal arrangements.

Meeting rooms

Meetings should be restricted to the maximum capacity of the meeting room in use as deemed safe by the Operations Team.

Mental health whilst working during COVID-19

Makers take the health and safety of our staff seriously, including your mental well-being. We understand that the prospect of returning to the office for some may feel very exciting, whilst for others, it may feel daunting. Whether you choose to return to the office or continue to work remotely, for the time being, we warmly encourage you to speak to your line manager or a member of the People Team if you have any concerns about your well-being or that of a colleague.

If you have any questions about anything outlined in this policy or the extra safety measures we have taken in light of COVID-19, please chat to a member of the Operations Team for more information.

Last Updated: 6th August 2021

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Approved by
Madalena Hoye, Director of Delivery