



SightSupport

Hull & East Yorkshire

Sight Support Hull & East Yorkshire COVID-19 Hygiene Policy	
Date Policy Agreed	August 2020
Date Policy for Review	End September 2020
Produced By	Sandra Ackroyd, Chief Executive Officer
Reviewed By	Sandra Ackroyd, Chief Executive Officer

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1. Aim

The Hygiene Policy of Sight Support Hull & East Yorkshire has been created to ensure, as far as it is reasonably practicable, that work is conducted in our workplaces with a commitment to protecting the health of anyone who comes into the premises.

It is important that a high level of hygiene is maintained at all times, but this is of particular importance at the current time, as COVID-19 is known to spread through coughs and sneezes and to remain on surfaces for up to 72 hours, allowing it to be easily picked up and spread by touching surfaces and objects.

2. Lead

This policy is supported fully by all Trustees of Sight Support Hull & East Yorkshire.

The following person will act as lead on the implementation of this policy:

Chief Executive Officer of Sight Support Hull and East Yorkshire.

Prepared by: Sandra Ackroyd

Authorised By: Sandra Ackroyd

Location: R:\1. Policies and Procedures\5. Policies\2. COVID-19 Hygiene Policy

Date: 13/08/2020

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3. Scope

This policy applies to:

All premises from which the Sight Support Hull & East Yorkshire operates. This includes the Sight Support HEY main building e, Beech Holme Court and all vehicles belonging to the Charity

All Trustees, employees and volunteers whilst present in any site operated by the Sight Support Hull & East Yorkshire.

There are NO exemptions or exclusions from compliance with this policy.

4. Key Points

To implement and support this policy Sight Support Hull & East Yorkshire will:

- Provide hand sanitiser dispensers at each entrance exit to the building and antibacterial soap in all toilet areas; kitchen facilities; . Additionally, each employee will be provided with a bottle of hand sanitising gel, 2 face masks and 2 pairs of disposable gloves for their personal use. Additional disposal gloves are available for use.
- Promote and encourage good hand washing practices – see posters displayed around the building.
- Implement a one way system around the building and make all employees and visitors aware of this system.
- Display throughout the premise's posters with hygiene advice.
- Increase the frequency of cleaning of toilet areas and surfaces which are likely to be touched by people. Premises will be cleaned every morning.
- Provide additional cleaning products to allow increased cleaning of surfaces, door furniture, telephones, office equipment, and workstations.
- Provide bins for the safe disposal of used tissues, masks and disposable gloves.
- Provide containers for the storage of quarantined stock.
- Provide methods of payment which minimise the handling of cash.
- Provide protective items such as face coverings and disposable gloves.
- Provide cleaning solution/wipes and a log sheet in each vehicle.
- Develop and log an additional cleaning procedure for key touch points such as door handles.
- Conduct risk assessments, develop procedures which mitigate such risks and share these with all worker



SightSupport Hull & East Yorkshire

All employees and volunteers will:

- Familiarise themselves with the Return to Work Guide and Risk Assessment provided and the content of posters displaying hygiene information and instructions.
- Comply with any changes in working procedures and practices.
- Use hand sanitisers and washing facilities in accordance with the relevant instructions on a regular basis. This includes when entering the building, before leaving the building, after any contact with equipment; another person; stock or handling any cash or payment cards. Hand sanitising or washing hands thoroughly must be done after visiting the toilet, handling food, coughing, sneezing, and blowing your nose.
- Use lift only where necessary; clean door handles before and after use, wear face mask inside of lift unless exempt.
- Wash their hands after touching any animal.
- Use gloves provided when handling water bowls, after use; sanitise sink and surrounding surfaces when emptying/filling bowls.
- Follow strict nasal hygiene procedures by sneezing or coughing into a disposable tissue (which should then be discarded immediately) or into the fabric on the sleeve of garments. You must wash your hands immediately afterwards and/or sanitise.
- Use provided cleaning materials regularly to clean any surface or items which have been touched by a fellow worker or visitor.
- Clean toilet areas immediately after they have used them.
- Sanitise all kitchen appliances before and after use, using the cleaning solution/wipes provided. Staff must bring their own crockery/cutlery and store at their workstation.
- Wear face coverings in all circumstances where their work brings them within 2m (6 feet) of another person.
- Wear disposable gloves whilst conducting cleaning activities and handling any item brought into the premises by a visitor.
- Sanitise any item brought in for donation on arrival into the building and quarantine the item for 72 hours before being dispatched.
- Sanitise each vehicle before and after use with the cleaning solution/wipes provided and a complete a log of the employee who has used that vehicle, along with any other passenger.

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5. Supporting Materials

Sight Support Hull & East Yorkshire will provide the following supporting materials:
Posters about hygiene and self-distancing.

6. Relevant training materials

- Copies of risk assessments and revised working practices.
- It is also recommended that all workers regularly consult the UK Government and NHS websites for up to date information of hygiene measures which limit the spread of COVID-19.

7. Date of Adoption

This policy is effective immediate (14th August 2020)

8. Review

This policy will be reviewed regularly to ensure it reflects current UK Government and NHS England legislation and guidance or in the event of a critical incident or event.