

## Social Distancing Guidance

<b>CATEGORY:</b>	Guidance
<b>CLASSIFICATION:</b>	Health And Safety
<b>PURPOSE:</b>	To ensure the health, safety and welfare of employees during Coronavirus (COVID-19)
<b>Controlled Document Number:</b>	<b>1244</b>
<b>Version Number:</b>	<b>2.0</b>
<b>Controlled Document Sponsor:</b>	Director of Corporate Affairs
<b>Controlled Document Lead:</b>	Head of Health And Safety
<b>Approved By:</b>	Health And Safety Committee
<b>On:</b>	1 <sup>st</sup> September 2023
<b>Review Date:</b>	1 <sup>st</sup> September 2026
<b>Distribution:</b>	
<ul style="list-style-type: none"> <li>• <b>Essential Reading for:</b></li> <li>• <b>Information for:</b></li> </ul>	<p>All employees</p> <p>All employees</p>

University Hospitals Birmingham NHS Foundation Trust's (Trust) policy is to plan for, and safeguard, the health, safety, and welfare of all patients and everyone who works at, or visits, its hospitals and other places of work and who is likely to be affected by its activities, in line with section 2(3) of the Health and Safety at Work Act 1974.

In addition to health and safety legislation, the Cabinet Office has issued guidance in relation to social distancing during the current national emergency and the Trust plans to comply fully with this guidance and become COVID-19 Secure.

The key control to improve social distancing throughout the Trust is to reduce, where it is safe to do so, the number of employees in the workplace at any time. Homeworking should be considered a priority. Managers should continually review homeworking opportunities as equipment, such as laptops, and access to Trust systems, such as video and teleconferencing, become available.

Many staff working in the Trust including but not limited to doctors, nurses, midwives, surgeons and other frontline and support staff are considered critical workers and cannot work from home. Appropriate social distancing measures must therefore be considered and documented in all wards/areas.

This document includes a checklist (Appendix A) of practical steps that managers should consider to enable compliance with social distancing guidance. The checklist must be completed for every ward/area and shared with staff and other persons that may be affected by it.

Social distancing in the workplace includes but is not limited to: -

- Entering and leaving the ward/area
- Moving around the ward/area
- Communal areas
- Workstations
- Meetings
- Responding to accidents, incidents etc.

**In an emergency such as an accident, fire or to provide emergency clinical care, individuals are not required to comply with social distancing if it would be unsafe to do so**

**In those circumstances, the emergency should be managed safely and appropriate sanitation measures, such as handwashing, be undertaken immediately afterwards**

Please note that some of the questions in the checklist may not be relevant in every ward/area. If this is the case please tick N/A (not applicable). Additional issues may be identified which are not covered by this checklist. Any additional issues must be included at the end of the relevant section or at the end of the form.

## Social Distancing Checklist

<b>Ward/Area:</b>	<b>Name:</b>	<b>Date:</b>
-------------------	--------------	--------------

**1. Homeworking - All staff that can work from home should do so as long as the home environment is safe**

	Y	N	N/A	Comments
All <a href="#">clinically extremely vulnerable staff</a> have been identified/assessed and appropriate mitigation has been implemented based on the individual’s vulnerabilities and the working environment				Staff in these categories should homework where appropriate. Where it is not possible to homework, staff may be able to attend the workplace or combine homeworking and attendance, as documented in an individual risk assessment reflecting the individual’s clinical vulnerability
All <a href="#">clinically vulnerable staff</a> have been identified/assessed and appropriate mitigation has been implemented based on the individual’s vulnerabilities and the working environment				
All staff that can work from home have been identified and advised to homework				
All homeworkers have been provided with “ <a href="#">A Guide To Homeworking</a> ”				
All homeworkers have completed a <a href="#">Homeworking Checklist</a> and can safely work from home				
All homeworkers that use Display Screen Equipment (DSE) have completed a <a href="#">DSE Assessment For Individuals Working From Home</a>				
Are there any other actions you have implemented in relation to homeworking?				
Are there any other actions you intend to take in relation to homeworking?				

**2. General Safety At Work – Good hygiene and ventilation are important control measures and relatively easy to implement**

	Y	N	N/A	Comments
<a href="#">Hand Cleaning Techniques</a> posters are prominently displayed at sinks and staff have been advised to increase the frequency of handwashing				
Appropriate stocks of soap and hand sanitisers have been identified and stocks are checked daily				
Appropriate stocks of approved disinfectant wipes have been identified for surfaces including door handles/plates and stocks are checked daily				
Appropriate stocks of approved disinfectant wipes have been identified for all shared equipment such as phones, kettles, cabinets etc. and stocks are checked daily				
Staff have been provided with personal equipment such as pens, phones, walkie-talkies etc. so they are not required to share				
Staff have been encouraged to bring in their own food to avoid using canteens and/or concessions				
Staff have been encouraged to bring in their own cutlery and cups/mugs to avoid sharing				
Windows are opened, subject to the weather, to improve ventilation				
Doors (not fire doors) are propped open to reduce touching handles/plates				

Are there any other actions you have implemented in relation to hygiene/ventilation?				
Are there any other actions you intend to take in relation to hygiene/ventilation?				
<b>3. Entrances, Exits, Common Areas And Moving Around The Workplace</b>				
	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
Staff start and finish times have been staggered to reduce congestion at entrances, exits, changing rooms etc.				
Staff have been provided with lockers to store personal belongings in				
Hands-free controls are available at entry and exit points				
Security devices, such as intercoms, are available at entry points to reduce access to the ward/area				
Separate entry and exit points are available in the ward/area				
Handwashing and/or hand sanitising points are available at entry and exit points				
A one-way system has been introduced in the ward/area				
A keep left system has been introduced on the ward/area				
Staff break times have been staggered to reduce congestion in staff rooms and/or break out areas				

Staff are encouraged to use safe outside spaces during break times rather than staff rooms				
All non-essential movement between wards/areas has been stopped or reduced to an absolute minimum				
Collections/Deliveries have been reduced to the minimum effective levels e.g. one collection per day				
Collection/Delivery points are socially distanced from occupied workstations				
Staff have been encouraged to use the stairs rather than lifts, where appropriate				
Are there any other actions you have implemented in relation to moving around the ward/area?				
Are there any other actions you intend to take in relation to moving around the ward/area?				
<b>4. Workstations</b>				
	Y	N	N/A	Comments
Room occupancy levels have been reviewed to ensure social distancing can be maintained at all times				
Staff have been re-located to unused wards/areas which have been made available by homeworking				
Workstations throughout the ward/area comply with social distancing guidelines				
Workstations which do not comply with social distancing guidelines have been realigned so staff do not face each other				

Workstations are separated by a physical barrier such as privacy boards/screens, where appropriate				
Hot-desking has been suspended and staff have been allocated individual workstations				
Traffic routes between workstations have been identified				
Social distancing points at reception desks and workstations have been identified				
Are there any other actions you have implemented in relation to workstations?				
Are there any other actions you intend to take in relation to workstations?				
<b>5. Meetings</b>				
	Y	N	N/A	Comments
Face-to-face meetings have been replaced with remote conferencing where appropriate				
Room occupancy for all meeting rooms in the ward/area has been reviewed and surplus chairs removed				
Social distancing points have been implemented for face-to-face meetings such as handovers, huddles etc.				
Attendance at ward rounds, if applicable, has been reduced to essential staff only				
Hand sanitisers are available at all face to face meetings				

Are there any other actions you have implemented in relation to meetings?				
Are there any other actions you intend to take in relation to meetings?				
<b>6. Other – if there are any other social distancing measures you have considered or implemented, please document them here</b>				

## Social Distancing Action Plan

***Please include any issues highlighted in this checklist and any planned actions***

Recommendation	Action Required	Owner	Action Taken	Assurance
<i>E.G. Ensure occupancy level in communal rooms comply with social distancing guidelines</i>	<i>E.G. All communal rooms to be reviewed</i>	<i>E.G. Ward Manager</i>	<i>E.G. Occupancy level for meeting room set at six persons. Notice placed on door. Excess chairs moved to storeroom</i>	<i>E.G. 1. Email to staff 2. Notice on door</i>