



56-60 Nelson Street
London
E1 2DE
T: +44 2070 183700
M: info@i-access.uk
W: www.i-access.uk

COVID-19 Response

Introduction and Context

Kilberry Computing Ltd. trading as iAccess continues to monitor UK Government and Public Health England (PHE) announcements and guidance (locally, regionally, and nationally) and acts in accordance with lockdown restrictions.

This policy provides updates on the actions taken to-date in response to the COVID-19 pandemic. iAccess operates in a single premises and was able to move all activities online. There was minimum interruption to staff and training delivery.

All actions described in this document are taken from the guidance documents below published by HM Government and Public Health England:

- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>
- <https://www.gov.uk/government/publications/covid-19-response-spring-2021>
- <https://www.gov.uk/government/publications/how-tests-and-testing-kits-for-coronavirus-covid-19-work>
- <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>
- <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/covid-19-stay-at-home-guidance>
- <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
- <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-furthereducation-provision/further-education-coronavirus-covid-19-operational-guidance>
- <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremelyvulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerablepersons-from-covid-19>

Current Response

Outlined below is how we're putting safety first, working hard to support employees, learners and clients during the COVID-19 pandemic.

- Implemented home working for all employees in line with government guidance
- Reporting procedures in place if anyone develop symptoms/ are contacted by NHS track and trace
- Risk assessment process in place for those shielding/ living with someone shielding and vulnerable
- COVID 19 policy detailing how any current policy/ processes have been adapted or introduced to accommodate/ meeting government guidance
- Reminder of mental wellbeing support avenues available
- Reinforcement of government guidance on public transport use
- Hygiene practice reminders aligning with current government guidance
- Introduced temporary, flexible working policy to support parents during the school closures.

Mental Health

It is very important that staff and learners look after their mental health both at home and in iAccess through:

- Trying to keep active
- Looking after your physical health
- Stay Social (though Video chats, phone calls etc.)
- Get Support if you need to

iAccess is committed to supporting staff and students to maintain their mental health, and to support those who require additional support at all times. iAccess will continue to implement the Mental Health support measures that it has in place and offer support to staff and learners on an individual basis as required.

If you feel you need additional support, you should:

- Staff – speak to your manager and / or the HR department.
- Learners – contact your Progression Coach or Lecturer for guidance.

Reporting and Raising Concerns

In accordance with Regulation 8 of the Management of Health and Safety at Work Regulations 1999, staffs have the right and duty to remove themselves from an area of serious and imminent danger to a safe place.

Serious and imminent danger could be in any form but for the purposes of this document, it is relating to the risk of contracting COVID-19. Examples of serious and imminent danger within iAccess could be:

- Persons deliberately coughing or spitting at another person/tutor and failing to stop.
- Persons deliberately failing to adhere to the social distancing measures within the iAccess to the point where they have increased the risk of contracting COVID-19.



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Review

iAccess management team will continue to monitor the risk register and make decisions as appropriate.

Kilberry Computing Ltd. trading as iAccess Management Team

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