Covid-19 Social Distancing - Governance Arrangements

Guidance

1. The Guidance on Social Distancing in the Workplace was developed to ensure the health, safety and wellbeing of our staff, patients and visitors is at the forefront of our day to day activities across NHS Greater Glasgow and Clyde (NHSGGC).

Risk Assessment

2. The NHS GGC Guidance on Social Distancing (SD) was issued in June 2020. A key component of this guidance was the requirement for local managers in conjunction with staff to undertake a specific risk assessment to identify risks and suitable control measures associated with COVID-19 in the workplace. A risk assessment template and support document were developed for Managers.

Monitoring and Audit

3. Monitoring compliance with Social Distancing is essential to ensure the continued reinforcement of control measures to keep staff, patients and visitor’s safe at all times. A tiered approach to monitoring and audit has been applied within GGC:

Self-Regulation:

4. Self –regulation has been driven through the risk assessment process which required monitoring arrangements to be implemented locally. In order to formalise self-regulation, an audit tool has been developed on Webrepol, the Social Distancing and Workplace Risk Assessment Audit is made up of a range of compulsory questions relating to aspects that have already been addressed/considered as part of the initial SD risk assessment. An Audit Guidance document is available.

Facilities Spotchecks:

5. To ensure consistency in approach across Facilities, a suite of exemplar models was developed. The exemplar models included common areas namely: Reception areas, corridors and circulation areas, lifts, Toilets and break areas / eating areas. The exemplar model will be used by Facilities as a checklist to ensure all Facility area are of a consistent standard.

6. Facilities spot checks will be undertaken on a monthly basis to ensure compliance with the exemplar model templates. The audit reports will be managed locally with a status update provided to the Social Distancing Operations Group.
Health and Safety Spotchecks:

7. **Aim** - To deliver a programme of Health and Safety spotchecks across NHS GGC covering Acute Services, Estates and Facilities and Health and Social Care Partnerships.

8. **Purpose** - To provide internal independent observation and support to Services, the Health and Safety Department will undertake a programme of Social Distancing Spotchecks across GGC. The purpose of the spotchecks is to identify opportunities for improvement, share good practice and support local services and staff in complying with the [Guidance on Social Distancing](#).

9. **Programme**

   The Health and Safety Service Managers in conjunction with the Health and Safety Leads will identify a programme of spotchecks that provides representation of areas across the Board. The programme will commence in December 2020.

December 2020