*Any organisations who have been working during the pandemic should already have in place suitable risk assessments. For organisations re-opening for the first time, you will need to undertake a risk assessment before you open. Previously, risk assessments did not include vaccination as this was not available, however, this is no longer the case. Vaccination is only one of several measures that organisations can take to reduce the risk of spreading Covid and organisations should be careful to look at all the possible ways to reasonably reduce risk of transmitting the virus and to continue to implement ‘hands, face, space and fresh air’ wherever possible and appropriate in line with government guidance. Organisations should continue to revisit existing risk assessments to ensure that they are doing all that they can to reasonably mitigate the risk of Covid to employees, volunteers, service users and anyone else their organisation may come into contact with. Organisations should factor into their running costs access to HR support and particularly for any employment areas that are not within their areas of professional expertise. This can include writing or revising policies.*

***N.B.*** *This template must be tailored to the specific circumstances of each organisation. It is intended as a framework for discussion and planning, with suggestions for your consideration. Highlighted sections require particular attention and amending. There may be other areas specific to your type of work that you should consider. This template does not constitute HR advice to any individual organisations adapting and adopting it.*

**ANYORG: Covid-19 Vaccination Policy for Employees**

**Policy Statement**

The Government is currently rolling out its national COVID-19 vaccination programme. The purpose of this policy is to set out ANYORG’s stance on the vaccine as it affects our employees.

**COVID-19 vaccination programme**

Vaccinations are free of charge on the NHS. They are being administered according to a priority list at vaccination centres, including some hospitals, sports stadiums, conference centres and GP surgeries. It is currently administered in two doses, to be provided at separate appointments.

We encourage those who are not registered with a GP to do so. See [www.nhs.uk/nhs-services/gps/how-to-register-with-a-gp-surgery](https://www.nhs.uk/nhs-services/gps/how-to-register-with-a-gp-surgery/) for information on how to do this.

**Our approach**

The Government has not made the taking of the vaccine mandatory and therefore it remains a voluntary exercise. The Health and Safety at Work Act 1974 requires employers to take all reasonably practicable steps to ensure the health, safety and welfare at work of all their workers.

We will continue to operate safe working practices to minimise the risk of infection from Covid-19, by following [core public health guidance](https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance) regarding health, hygiene, and social distancing and in line with [safe workplace guidelines](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19).

Measures taken to ensure that our workplace/community centre and working arrangements are, and continue to be, COVID secure remain important (e.g. hands, face, space, fresh air); the vaccine provides an additional level of safety against serious illness. Because of this, we encourage our staff and volunteers to take up the opportunity to have the vaccine when it is offered to them.

It is normal that some people may have concerns about having the vaccine. We encourage all of our staff and volunteers to make an informed decision by paying attention to official information sources such as the NHS. We encourage our staff to carefully check the source of information about the vaccine, as we are aware uncertified information is available.

NHS information about the vaccine is available here: [www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine](https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine/).

Further information on what to expect after your vaccination is available in multiple languages here: <https://www.gov.uk/government/publications/covid-19-vaccination-what-to-expect-after-vaccination>

**Treating each other with respect**

We expect our staff and volunteers to be treated with dignity and respect by their colleagues in relation to their decision over the vaccine. The organisation will not accept any bullying or harassment, or other unwanted behaviour, against an employee or volunteer because of their decision to have or not to have the vaccine.

Anyone who is offended by, or concerned about, an ANYORG staff member or volunteer’s behaviour in this regard should raise the matter with: [name and contact detail of relevant person here e.g. manager, board/trustee/committee member]

You can find other relevant policies here: [refer to other relevant policies such as Complaints, Dignity at Work, Whistleblowing, etc. and where to find them]

**Time off for vaccination appointments**

*N.B. There is no automatic entitlement for employees to take time off work to attend vaccination appointments, or to be paid if time off is granted. However, employees may have a contractual right to paid or unpaid time off for medical appointments. Please refer to your Special Leave policy, if you have one, which may include medical leave.*

To encourage employees to be vaccinated, ANYORG will provide employees with up to one day/two days paid/unpaid leave in 2021 for Covid-19 vaccination appointments (to cover first and second doses).

Employees should obtain approval from their line manager in advance of taking time off to attend a COVID-19 vaccination appointment. They should give their line manager as much notice as they can that they would like to take time off for this purpose. Line managers may ask employees to produce evidence of their appointment.

**Record keeping**

*N.B. Please note that you need a specific lawful reason to ask for and retain health data about your employees. It is important that you know what this is and understand the legal and ethical implications. Health data is special category data under General Data Protection Regulations (GDPR) and will need a higher level of scrutiny. This section may be essential, for example if you are working with clients who are at a higher risk of contracting Covid. If not, consider carefully whether you really need to ask for and store this data and do seek professional advice. Further advice for organisations is available from the ICO* [*here*](https://ico.org.uk/global/data-protection-and-coronavirus-information-hub/coronavirus-recovery-data-protection-advice-for-organisations/vaccinations/)*. You can also access free tailored HR advice via the Cranfield Trust* [*HRNet*](https://www.cranfieldtrust.org/pages/11-hrnet)*. Organisations where the employer is organising and arranging vaccination, e.g. employers involved in the vaccinations and testing for VCSE sector frontline health and care staff against COVID-19, will need to keep records.*

If an employee takes up the opportunity to have the vaccine they are required to log it once each dose has/both doses have been received here: \_\_\_\_\_\_\_\_\_\_\_\_\_

Records will be kept confidential and in line with data protection law, and any information gathered will be used solely for the purpose of ensuring the health, safety and welfare of our staff, volunteers and service users/clients/members.

**Returing to work**

Individuals can resume normal activities as long as they feel well.

*Optional clause which could encourage take-up of vaccine:* If feeling unwell following vaccination and time off is needed, this will be paid at your normal rate of pay. Any sick days as a result of vaccine side effects will not be counted towards any HR absence points system (such as the Bradford factor).

Our sickness and absence policy can be found here: \_\_\_\_

**Scope of the policy**

This policy applies to all ANYORG staff.

This policy will be distributed to: e.g. all current staff and will be included in: induction packs for all new staff and made available to: partners and other interested parties, on request.

**Review Log**

**Policy: Covid Vaccination Policy for Employees**

**Date first adopted:** April 2021

**Review Dates:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of review** | **Amendments/ Updates made** | **Reviewed and accepted (tick)** | **Proposed next review date** |
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