

# Employee communication

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## **Support for local communities**

Although it's greatly appreciated that sites are working hard responding to local companies and emergency services who are looking for equipment and consumables, it's important for Magnox to collate details of all its resources centrally so that collectively we can provide details of what is available to support the national infrastructure.

The Event Management Centre has been set up centrally to collect the information as part of the NDA estate to ensure we can efficiently provide resource and support to identified key areas of the country as part of our response. We are very likely to receive requests from the government shortly to assist both remotely and in other locations, and will need to be able to consider and respond to these requests in this time of national emergency. This will be coordinated by the Event Management Centre team and we will share details when known.

If you wish to volunteer (as per the remainder of this Communication), please be aware that if you have a specialist skill (eg, first aider, L3/5 rad protection technician, fork lift driver), you may be called back from volunteering for deployment.

## **Volunteering in the community**

NDA has brought out guidelines for all group employees who wish to volunteer in the community during the COVID-19 pandemic. Magnox is supportive of this initiative, and played a part in developing it for the whole NDA estate.

Clearly, we have a number of priorities and the most important is keeping yourselves and your families safe by adopting the government guidelines on staying at home where possible, social distancing and self-isolation, depending on your individual circumstances.

If you are able to work, then keeping our sites safe and secure is the first priority. If you are involved in this type of work then it is unlikely that you will be given permission to volunteer.

We are being asked to support other essential parts of UK infrastructure and you may be asked to assist elsewhere if you have the relevant skills.

There is also other Magnox work which your line manager may ask you to get involved with, that while not safety critical, is important in ensuring we can restart our work on site as efficiently as possible, or is ensuring the company carries on with essential tasks such as paying our staff and suppliers.

Taking all the above into account, if you have the time and are willing to volunteer please read the guidance attached below, and in the first instance contact your line manager who will clear your request with the relevant director.

We will be able to guide you to appropriate organisations around your place of work that are looking for volunteers.

As noted above, volunteering in the community, together with material we are providing to the NHS and the provision of suitably skilled personnel to support UK infrastructure, are being coordinated centrally via the setting up of the Central Support Cell.

**John Vickerman**  
HR Director

.../more follows

## **Guidance**

### **COVID-19: NDA group policy on employee volunteering and local community support**

This policy sets out the NDA group approach to employee volunteering in response to the government's request for volunteers to support the NHS and social care during the COVID-19 outbreak, and other local initiatives.

The guidance below applies to people seeking volunteering leave and volunteering during contracted hours. It does not cover volunteering in your spare time or outside of contracted hours.

#### **Legislation**

The government has brought in legislation to provide a framework for employers to release employees on volunteering leave specifically to support the NHS and social care. The NDA Group has exemption from this legislation, reflecting the critical importance of our work and the need to maintain the capacity to do it. We will however, support employee volunteering wherever we can and only use the exemptions when needed. Other forms of volunteering are not covered by this legislation, but for the time being we are applying the same procedures to all requests for volunteering leave.

#### **Line manager approval**

If you wish to volunteer you will need approval from your line manager. If permission can be granted, you'll be issued with a letter which includes a right to recall you back to work if business requirements change. Your line manager will send a copy of the letter to HR so the business can keep a track on how many people across the business are volunteering.

#### **Pay**

All staff volunteering will be released on full standard pay but will not be paid overtime or shift pay. Unless other arrangements are agreed, people will be paid for their normal contracted hours.

#### **Our duty of care**

Volunteers can expect a duty of care from the organisations they are volunteering for. Our obligations for health and safety at the workplace for example, do not extend to voluntary activities. Therefore individuals should not volunteer for activities that do not follow government guidelines on social distancing and shielding the vulnerable. Please also consider your own resilience, wellbeing and mental health if you choose to volunteer as you may be faced with some difficult situations.

As employers, our duty of care extends to staff that may have to absorb a volunteer's workload while absent. We will try to be flexible, but ultimately may have to refuse a request for volunteering leave if too much of a burden is placed on other colleagues.

## **Self-isolating**

We'll ask volunteers to self-isolate for 14 days following completion of the volunteering activity, particularly where it may have involved working in high-risk environments such as hospitals. This will not be necessary if voluntary work has been done remotely (eg telephone support). Please take this into account when making decisions on volunteering. We may also need to specify what kind of voluntary work you can do if we think we may have to ask you to come back to work urgently.

## **Volunteer organisation employers' liability and public liability insurance**

Volunteers should check that the organisation managing the volunteers has employers' liability and public liability insurance, as appropriate, to cover these activities. We remind employees to confirm that this is the case with the organisation they are going to. Employers are not required to insure these activities.

## **Volunteer PPE equipment**

Volunteers should be given PPE/equipment by the organisation for which they are volunteering. We can't know what is required and can't guarantee its suitability. Please do not use company equipment when volunteering.

We also advise you to ensure appropriate H&S risk assessment and arrangements are carried out by the organisation you are volunteering for. Any requests for PPE or other equipment/funding etc made by an individual employee who is volunteering will not normally be approved. This is because donations of equipment, including PPE, are coordinated at a county level.

## **Agency Supply Workers, Contract Supply Workers or workers in the supply chain currently carrying out work on or in relation to a nuclear licensed site**

If you are not an employee but do fall into the categories listed in this paragraph any volunteering activities would be at your employer's discretion. Your employers however may need to seek appropriate contractual approval from the relevant NDA business before you can be released.