

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

• FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer K.M. Williamson Date 13/05/2020

Who to contact: Kyle Williamson
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

STOP/THINK/CHECK – Our strategy for keeping our staff safe during COVID-19.

As it stands, most of our team are working from home and we do not intend to change that at the present time. However, in our work, we are required to visit customer premises, both commercial and residential. The risk assessment attempts to cover most scenarios but cannot cover every possibility. If, at any point, one of our staff or subcontractors feel it is unsafe to enter any premises or complete any work, they are to stop and contact their line manager/key contact immediately so we are able to make a decision on how to mitigate and minimise the risks.

This is not an exhaustive list. There are numerous hypothetical and real situations that our teams could face away from home. We are asking our staff and subcontractors to STOP, THINK, CHECK as they Stay Alert.

STOP	Before starting work or entering a premise, STOP.
THINK	THINK about the safest possible way (considering this and other risk assessments) to undertake the work.
CHECK	If you are not sure CHECK. Asking for more advice right now will never be a waste of time.



Kyle Williamson, 13/05/2020

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Our Staff/Subcontractors • Other people on customer premises. 	<p><u>Customer Procedures</u></p> <ul style="list-style-type: none"> - Comply will all onsite Customer Procedures. <p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Ask customer prior to entering the site what facilities are available for hand washing. • If no suitable hand washing facilities will be available, staff should ask their key contact/line manager for gel sanitisers. • Stringent hand washing taking place as per NHS Guidance - https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels. • Staff encouraged to protect the skin by applying emollient cream regularly <p><u>Cleaning</u></p>	<p>If there is a conflict between the advice given and our procedures, follow the more stringent controls. If you are not sure – CHECK.</p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose, or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice.</p> <p>If our operative feels it is necessary, request risk assessment from owner/manager of the</p>	KW/NW	Continuously	N/A

		<p>In onsite work situations, the responsibility for cleaning is the owner/manager of the premises, however, if we are likely to come into contact with surfaces, we need to ensure that these surfaces are regularly cleaned (either by ourselves or by the building management) with suitable products.</p> <p><u>Social Distancing</u> Wherever possible, our staff/subcontractors should remain 2m (6ft) away from other individuals.</p> <p>In the event of our staff/subcontractors undertaking work in teams where they will be closer than 2m (6ft) to each other for more than very brief periods, the following controls are in place (where the operatives are not all in the same household group):</p> <ul style="list-style-type: none"> - Continuous hand washing (ideally every 20 minutes but a minimum of once per hour where possible) - Asking staff to face away from each other, as much as possible (but without endangering other RAMS 	<p>building. If belief that no procedure is in place or procedure is not being followed, do not enter/leave building.</p> <p>Staff will be reminded, prior to going onsite, of the importance of social distancing both in the workplace and outside of it. Staff are to travel in private vehicles, and should avoid, where possible, travelling together in the same vehicle. Public Transport should not be used.</p> <p>Where feasible, work in 'fixed teams' to avoid spreading contacts. E.g.: the same team, where feasible, if working onsite, will work together.</p>	KW/NW	Continuously	
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		<p>procedures, such as cabling works).</p> <ul style="list-style-type: none"> - Asking staff to notify us immediately if they are displaying any of the symptoms of COVID-19. <p><u>PPE</u></p> <p><i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</i></p> <p>PPE will likely be a requirement if we enter a care home, hospital or medical setting. Outside of this, however, some works we undertake do require PPE (through other risk assessments).</p> <p>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out. Both the fit tester and those being fit tested should wash their hands before and after the test.</p> <p>Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask). Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual. Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF)</p>	KW/NW	Continuously	
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		<p>and we will book a COVID-19 test for that individual.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently in contact with one of our staff or subcontractors, the management team will contact Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p><u>Mental Health</u> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p>	<p>Regular communication of mental health information and open-door policy for those who need additional support.</p>			
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