

## COVID-19 making your workplace COVID-secure Small Businesses

**As there is currently no Covid-19 Vaccine and social distancing is here to stay for the foreseeable future, we all need some help adjusting to the new normal. As lockdown is being gradually eased and you consider how you will make your workplace COVID-19 secure this checklist may prompt some practical considerations for your individual workplace and your company policies and processes.**

A	Facilitate continued 'remote working' for workers able to do their job remotely	
1	<p>Facilitate continued 'remote working' for employees able to do their job remotely in accordance with the government instruction to 'work from home, if you can':—</p> <ul style="list-style-type: none"> <li>• Introduce formal policies on remote working as required</li> <li>• Work from home policy and travel policy always encouraging work-related discussions via phone/electronic solutions and minimise non-essential business travel.</li> <li>• DSE Risk assessment for homeworkers – any equipment requirements as we move beyond the emergency way of working to a new normal.</li> </ul>	
B	Managing return to the workplace when working at home is not possible	
1	<p><b>Carry out a COVID-19 risk assessment</b></p> <p>Employers will need to carry out COVID-19 risk assessments in consultation with their workers or trade unions, to establish what guidelines to put in place. <b>If possible, employers should <u>publish the results of their risk assessments on their website and Government expect all businesses with over 50 employees to do so.</u></b></p>	
2	<p>Deep Clean of Site/Workplace before more office/site based employees return. Consider specialist microbiota barrier treatment to protect surfaces from COVID-19</p> <ul style="list-style-type: none"> <li>• Review welfare facilities and provision of soaps, sanitisers (min 70% alcohol) etc</li> <li>• Review use of hot desks/shared workspaces and implement necessary changes for social distancing/cleaning</li> <li>• Review Bike storage facilities, company vehicles etc</li> <li>• Photocopiers, printers etc</li> </ul>	
3	<p>Ongoing Cleaning regime should be highly visible to help reassure staff and take into account higher risk of shared areas to ensure that staff feel safe and that transmission of COVID-19 remains low. This should include enhanced:</p> <ul style="list-style-type: none"> <li>• touchpoint cleans – door handles, lift panels/hand rails, toilets and bathrooms, taps, soap dispensers, table surfaces, microwaves, fridges, printers, photocopiers, reception areas, etc;</li> <li>• deep clean regimes in place plus ability to react on need (reinfection); and</li> <li>• cleaning of shared areas and meeting rooms.</li> </ul>	
4	<p>Necessary (bulk) orders in place for hand sanitisers, wipes, face masks, to reflect company commitment to employee safety.</p> <ul style="list-style-type: none"> <li>• Hand sanitiser (min 70% alcohol) made available at all key touchpoints (entrance points, reception, common areas, toilets, mail room, deliveries).</li> </ul>	
5	<p>Review workplace layout and revise to meet social distancing requirements (ie spacing of workstations, goods/in or out, access to welfare facilities</p> <ul style="list-style-type: none"> <li>• Redefine use of workspace to ensure physical distancing is maintained</li> <li>• Identify requirements for screening or protection.</li> <li>• More than one floor/building? Consider restrictions on movement between areas/buildings</li> <li>• Shared Building user? – Liaise with landlord/other tenants to agree restrictions or changes to facilities</li> </ul>	

6	<p>Consider a staged return to work for different groups of employees. Consider phased departmental returns;</p> <ul style="list-style-type: none"> <li>• Alternative workday shifts;</li> <li>• Extending 'normal' working hours</li> </ul>	
7	<p>Review commuting arrangements as necessary with individual employees – provide advice regarding the risks of public transport and identify any 'at risk' workers (<i>see page 4 for guidance on At Risk categories</i>)</p>	
8	<p>Review work hours</p> <ul style="list-style-type: none"> <li>• Consider stagger start/finish times to reduce number of staff arriving at peak times</li> <li>• Identifying cleaning protocols between shifts</li> </ul>	
9	<p>Review Task Risk assessments for all current works and identify any changes to work methods to facilitate social distancing rules or following COVID-19 site rules</p> <ul style="list-style-type: none"> <li>• Identify any changes to work methods to facilitate social distancing rules</li> </ul> <p>Where people cannot be 2 metres apart, manage any transmission risks</p> <ul style="list-style-type: none"> <li>• barriers in shared spaces, creating workplace shift patterns or fixed teams minimising the number of people in contact with one another, or ensuring colleagues are facing away from each other</li> </ul>	
10	<p>Hand sanitiser (min 70% alcohol) dispensers positioned at delivery and entry point to buildings/sites</p>	
11	<p>Review requirements for Employee PPE following Risk assessment and latest Gov instruction. Ensure PPE is certificated to correct</p>	
12	<p>Document any new hygiene controls and any personal protective equipment (PPE) standards for tasks</p> <ul style="list-style-type: none"> <li>• Training employees in fitting and using it PPE</li> <li>• Identify it's safe removal, sanitisation and disposal</li> <li>• Define policy for wearing masks <u>to work /at work</u> plus disposal procedures.</li> </ul>	
13	<p>Provide special waste receptacles for these PPE items (Masks/Aprons/Gloves) and arrange collection/disposal service for this waste stream.</p> <ul style="list-style-type: none"> <li>• Ensure segregated from general waste.</li> <li>• Identify waste contractor to remove waste regularly from site</li> <li>• Bin provisions throughout buildings assessed and actioned to account for increased levels of disposable waste</li> </ul>	
14	<p>Consider Uniform cleaning and change requirements</p>	
15	<p>Consider any changes to Administering first aid or conducting first responder activities</p>	
16	<p>Establish Post/incoming goods policy</p> <ul style="list-style-type: none"> <li>• Sterilising process for all incoming deliveries introduced</li> <li>• Where possible, outer packaging to be removed and disposed of prior to moving items from the delivery point.</li> <li>• Decision to be made on whether personal deliveries are stopped ie <i>personal shopping</i></li> </ul>	
17	<p>Identify site procedures and reporting requirements if there is an infection within your business premises.</p> <ul style="list-style-type: none"> <li>• Who is responsible, and how are staff expected to respond</li> </ul>	



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C	Employee Wellbeing and Communications	
1	Employees inducted on any new QHSE arrangements: <ul style="list-style-type: none"> <li>● Fire procedures;</li> <li>● First aid; and</li> <li>● Emergency arrangements in the event of a person showing symptoms</li> </ul>	
2	Staff briefing paper/communication issued setting out new back to work conditions and required behaviours – on arrival at work premises, operating in work premises and exiting work – including: <ul style="list-style-type: none"> <li>● New entrance protocols;</li> <li>● How to reduce in-person interaction with colleagues, suppliers and customers to the extent possible;</li> <li>● Social etiquette re sneezing and coughing;</li> <li>● Mandated use of hand sanitiser in arrival and key touchpoints;</li> <li>● Work station and keyboard cleaning protocols;</li> <li>● Revised cleaning policies to be implemented;</li> <li>● Reinforcement of good COVID-19 practices – washing hands and avoiding face to face contact;</li> <li>● What will be made available regarding food and drink – what will no longer be available ie cutlery/cups/plates in the shared kitchens;</li> </ul>	
3	Ensure clarity in contact persons and dedicated email address (and owner) for employees to direct queries and concerns to.	
4	Inform staff of the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reporting requirements for COVID-19- related illness	
5	Refresh team in their roles during a security incident or emergency at Head office (or client site) – this may have been revised since induction due to social distancing	
6	Consider establishing employees trained to support and guide colleagues through the new way of working post COVID-19. To include mental health considerations	
7	Regular (i.e. weekly) communications in place	
8	Identify Visitors Policy <ul style="list-style-type: none"> <li>● Replacement of visitors’ lanyards with disposable badge holders considered or sterilising processes introduced</li> </ul> Policy defined to deal with instance of unexpected employee/third-party arrival (e.g. refused entry recommended).	
<p>When you are satisfied you have done all you can download the Government poster and display for your staff</p> <p style="text-align: center;">           We have carried out a <b>COVID-19 risk assessment</b> and shared the results with the people who work here            We have <b>cleaning, handwashing and hygiene procedures</b> in line with guidance            We have taken all reasonable steps to <b>help people work from home</b>            We have taken all reasonable steps to <b>maintain a 2m distance</b> in the workplace            Where people cannot be 2m apart, we have done everything practical to <b>manage transmission risk</b> </p> <p style="text-align: center;"> <a href="https://assets.publishing.service.gov.uk/media/5eb959f5e90e0708370f97f9/staying-covid-19-secure.pdf">https://assets.publishing.service.gov.uk/media/5eb959f5e90e0708370f97f9/staying-covid-19-secure.pdf</a> </p>		

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Liaise directly with any workers identified as Clinically extremely vulnerable or Clinically vulnerable or those who live with someone in these categories:

**Clinically extremely vulnerable people** Refers to people who have specific underlying health conditions that make them extremely vulnerable to severe illness if they contract COVID-19. Clinically extremely vulnerable people will have received a letter telling them they are in this group, or will have been told by their GP

**Clinically vulnerable people** Refers to people who may be at increased risk from COVID-19, including those aged 70 or over and those with some underlying health conditions.

If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. If they have to spend time within 2m of others, you should carefully assess whether this involves an acceptable level of risk. As for any workplace risk you must take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found.

Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.

Source: [www.Gov.uk](http://www.Gov.uk)

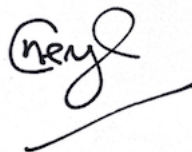


This checklist is not a definitive guide to making your workplace COVID-secure, it is provided to our clients with the aim of giving you a simple and straightforward checklist to get you started on your return to workplace considerations and it is recommended that you review government guidance for your sector and monitor any updated guidance to prevent transmission and spread of the Covid-19 virus.

For further detailed guidance please visit:-

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Please STAY Safe and if I can provide any support remotely please get in touch.



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