

Wurkplace LIVE: H&S Advice for Employees & Employers (Coronavirus)

Furlough and Health & Safety Returning to Work

Host: Mark Whitfield

Panellist: Karen Owen
Colin Talbot

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AREAS COVERED IN THIS SESSION:

- Furlough update / clarifications
- If you can, work from home
- Employers should carry out a COVID-19 risk assessment, in consultation with workers or trade unions (if applicable)
- Maintain 2 metres social distancing, wherever possible
- Where people cannot be 2 metres apart, manage transmission risk
- Reinforcing cleaning processes
- further guidance from the government for specific working areas which you should read through to familiarise yourself to ensure your workplace is as safe as possible



Furlough Recap

1. 80% of 'regular payment' up to £2500
2. Be on Payroll on 19 March 2020 (extended from 28 Feb)
3. Part time/full time/zero/agency/flexible contracts all eligible
4. In place until end of October (extended from end of June)
5. Must be furloughed in 3-week blocks
6. If not breaking existing contract employees can work for other employers
7. Employees can still undertake training as long as does not contribute financially to organisation and must be paid minimum wage
8. Employees continue to accrue holiday
9. SSP and Furlough Pay cannot be claimed at the same time for the same period
10. Furlough Leave is a 'change of contract' and so you must seek written consent to the change before placing someone on FL.
11. From 1 August, the CJRS will become more flexible and part-time furloughing (which is currently prohibited) will be permitted. Employers will be required to share the full details will not be known until it is confirmed by the government at the end of May.




If you can, work from home

- The employee should complete a DSE form for you to review.
- There could be a specific room, a specific desk or specific end of a table -this creates a mental barrier between work & everything else!
- There will be an added set of distractions if employees have to deal with children or other family members, but they should do their best to separate the working area off as it this helps to focus.
- **Employers and employees should structure the working day** and set dedicated working hours which can make it easier to focus on the day's work and avoid distractions.
- If the employer and employee know children or elderly relatives need looking after, then employees should build this into their day and **communicate** it with your team, so you don't have problematic calls at a difficult time.
- Employees should plan tasks they are going to do for the day in advance and set a goal for each day.
- Have an agreed set of tasks with their manager and team to deal with children or other family members but do your best to separate the area off as it this helps to focus.
- When staff finish the day - finish! By physically packing everything away they will mentally pack everything away too.



If you can, work from home - DSE Form



DSE SELF ASSESSMENT

Name of Employee:

Company:

Job Title:

Date:

Please select one of the three options provided for each question
 Yes
 No
 N/A

Display Screens	YES/NO	Action Needed
Does the display screen have easily adjustable controls for brightness and contrast?		
Do you know how to use these controls?		
Is it possible to easily tilt and swivel the screen?		
Is the screen height acceptable - top of screen in line with the eyes? If not, can screen height be adjusted?		
Is the screen free from reflections or glare?		
Is the image on the screen stable and free from flicker?		
Can you read the text on the screen clearly (size of characters, contrast, etc.)?		
Is it possible for you to easily alter the position of the screen, having regard to size, weight and electrical cabling?		
Do laptop users have an external screen or a riser stand for use when in the office?		
Keyboards	YES/NO	Action Needed
Is it possible to adjust the angle of tilt of the keyboard?		
Are the symbols on the keys easy to read?		
Is there adequate space at the front of the keyboard to provide support?		
Does the keyboard have a matt surface?		
Is it possible for the user to get a good keying position (approx. right angle)?		
Do you have any keying habits such as bent wrists, poor desktop layout, etc.		
Is the keyboard separate from the screen?		
As a laptop user, do you access to an external keyboard when working in the office?		

Mouse/Other Pointing Device	YES/NO	Action Needed
Is the mouse suitable for the tasks? (e.g. designers shouldn't use a standard mouse)		
Is the mouse suitable in relation to size, shape and weight?		
Is the device positioned correctly close to you?		
Is your wrist and forearm supported?		
Does the device work smoothly?		
Do you know how to alter the speed and/or accuracy of the pointer if they need to?		
Chair	YES/NO	Action Needed
Is the chair stable?		
Does the chair have seat height adjustment?		
Does the chair have a swivel mechanism?		
Does the chair have casters or similar?		
Does the seat back tilt?		
Does the seat back adjust for height? (Not mandatory)		
Is the small of the users back supported by the back rest?		
Can you place your feet on the floor when the chair is at the right height for the desk?		
Desk/Work Surfaces	YES/NO	Action Needed
Is the desk or work surface sufficiently large to allow a flexible and comfortable arrangement of all work equipment?		
Can you comfortably reach all the equipment and papers you need to use?		
Are surfaces free from glare and reflection?		
Is the height of the desk or work surface suitable in relation to the chair and arm position?		
Is there sufficient space below the desk so you can achieve a comfortable position?		

Environment	YES/NO	Action Needed
Is there sufficient space to enable easy access to the workstation without stored clutter?		
Does the space permit reasonable variation in the position of furniture and equipment?		
Is there adequate lighting, minimising shadows?		
Can you vary the lighting to suit the conditions or the work you are doing?		
Is glare and reflection from light sources avoided?		
Are additional desk lamps or lighting required?		
Have windows been fitted with adjustable blinds if needed?		
Have heavy pieces of equipment been moved away from workstations if required?		
Is the temperature maintained at comfortable levels?		
Is the level of humidity maintained at comfortable levels?		
Does ventilation appear to be adequate?		
Have excessive draughts been eliminated?		
Other Equipment	YES/NO	Action Needed
Do you need a document holder next to the screen?		
If document holders are provided are they positioned correctly?		
If footrests have been made available, are they used?		
If other equipment is placed on shelves, cupboards, cabinets, etc. are they secure/stable?		

Other Equipment	YES/NO	Action Needed
Is the software you have suitable for the task?		
Are there adequate opportunities for regular breaks from using display screen equipment?		
Do you take these breaks?		
Has training been given in how to adjust the position of display screen equipment?		
Has training been given in how to adjust the position of furniture and equipment?		
Have the operators been trained in the importance of adopting a comfortable posture?		
Are the operators trained in how to recognise visual or postural fatigue?		
Has training been given in the procedures to follow where it is believed that a health and safety problem has arisen at the workstation?		
Do operators know about the entitlement to an eye and eyesight test?		
Any other comments or issues relating to the workstation?		



If you can, work from home

- Once an employee has sorted a dedicated area to work, they should **complete a workspace assessment** and return it to the company.
- If this flags any specific problems or risks employers should call staff back to discuss possible solutions. When working from a computer at home employees should **try to have** their screen approximately arm's length away from them whilst working.
- They should ideally have a desk or table at around 70cm height from floor and use a chair with good back support.
- They should ensure the top of screen is at top of their eye level.
- Employers should be aware that regular communication is vital to help keep track of staff mood and that they should employers should set clear expectations and help support task progress.
- Communication becomes even more important when you're working from home.
- Make sure to contact your team frequently during the day.
- We recommend speaking to your colleagues, teammates and contacts even if it's just for a catch up or chat Face-to-Face is proven to be key to positivity - use video apps like Microsoft, zoom etc.
- We recommend that employees take a 10-minute break every hour.
- If they don't it can lead to headaches, tiredness and blurred vision.
- They should move their body - stretch, move, walk, run, get some blood pumping.
- Having a break will help them focus when they start back at work again.



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- Handwashing & Hygiene.
- Continue to follow all the guidance already out there for hygiene and handwashing.
- A home working risk assessment should also be undertaken on each employee working from home, any hazards identified, recommendations put in place and communicated to both managers and applicable employees.
- This should be reviewed on a regular basis.



Employers should carry out a COVID-19 risk assessment, in consultation with workers or trade unions (if applicable)

- When looking to bring staff back to the working environment from either furlough or working from home a detailed coronavirus risk assessment should be undertaken, any hazards identified.
- Those hazards reduced as far as possible and recommendations put in place. The risk assessment should be communicated to staff and to managers and a record should keep of this.
- We would recommend completing a return to work meeting with staff before they return to the working environment and getting them to complete a medical questionnaire.
- First aiders should also be briefed what to do in a medical emergency and a contingency plan put in place in case one of the workforce goes down with covid19 symptoms and the workforce must self isolate or work from home again if required.



Employers should carry out a COVID-19 risk assessment, in consultation with workers or trade unions (if applicable)

- As well as staff visiting clients/suppliers premises and what health and safety provisions, you will put in place such as PPE etc.
- You should ensure that the risk assessment includes dealing with visitors to site.
- You should also assess whether you can have remote meetings as opposed to attending site.
- This should Include regular cleaning of the company premises.
- In relation to washing hands safety in the workplace we recommend that you provide you employees and visitors with NHS guidelines of how to safely wash their hands with soap and water.
- This information could possibly be distributed throughout the company premises as well as in your employees return to work pack.
- You could also provide your employees with a COVID 19 poster.



Employers should carry out a COVID-19 risk assessment, in consultation with workers or trade unions (if applicable)

R1 - Health and Safety Risk Assessment

Prepared by:	All	Version:				
Date of assessment:		Assessor:				
Reference number:	Corona Virus	Type:	Specific	X	Generic	

Section 1 - Job Details (to be completed following an inspection of the location conditions)

Specific area:	Corona Virus COVID-19
Activity:	All work activities
Task:	All work tasks
Frequency of activity:	Duty

People at Risk (Select all appropriate)

Persons Carrying out the task	X	Visitors	X	Young Person		Casual		Contractors	X
Other Employees in the area	X	Public	X	Contractors	X	Others (Specify)			

Section 2 - Significant hazards identified (see worker for how to calculate consequence/severity/rating)

Hazard	Effect (How can they be harmed)	Controls in Place	Risk Rating (Consequence x Likelihood)	Additional Controls Required	Risk Rating (Consequence x Likelihood)	Management Plan		
						Owner	Target	Completed
Corona Virus COVID-19	Fever, cough, shortness of breath, breathing difficulties, muscle pain and tiredness in severe cases can lead to death	The company has provided home working for all staff to follow UK Government guidance. The company provides handwash and hot water, and toilet tissue to staff in our office premises. Premises cleaned using bleach and disinfectant wipes, which are available for use by staff. Health questionnaires provided to staff on appointment and no known underlying health conditions identified.	10	Implement suitable controls in line with this risk assessment. Management to continue monitor situation. Nationally and keep abreast of updates from industry bodies such as IOSH, the Government and health organisations such as NHS England / NHS Wales / World Health Organisation (WHO).	5			
Lack of policy	Fever, cough, shortness of breath	Company policy to be introduced and circulated to our staff.	5					

	breath, breathing difficulties, muscle pain and tiredness in severe cases can lead to death							
Lack of planning	Fever, cough, shortness of breath, breathing difficulties, muscle pain and tiredness in severe cases can lead to death	This risk assessment completed and management aware of current situation with virus with initial guidance information provided to relevant parties.	10		Management plan required for the business to document our response to Corona virus and measures we will put in place.	5		
Lack of information	Fever, cough, shortness of breath, breathing difficulties, muscle pain and tiredness in severe cases can lead to death	Management to continue monitor situation. Nationally and keep abreast of updates from industry bodies such as IOSH, the Government and health organisations such as NHS England / NHS Wales / World Health Organisation (WHO). Non-essential visitors to site are not to be permitted until further notice.	10		As above company to provide information to staff on Corona Virus.	5		

	tiredness in severe cases can lead to death	H&S Visitor questionnaire introduced and to be completed for all visitors. Risk assessment made available to employees.						
Poor hygiene practices	Fever, cough, shortness of breath, breathing difficulties, muscle pain and tiredness in severe cases can lead to death	Washing facilities provided with hot water and hand wash. Staff should: <ul style="list-style-type: none"> Wash their hands frequently with alcohol-based hand wash or wash with soap and water for at least 20 seconds. Maintain social distancing: maintain at least 2 meter (6 feet distance) between yourself and anyone else. Avoid touching eyes, mouth and nose. Practice respiratory hygiene - Using the nearest waste receptacle to dispose of the tissue after use. If you have fever, cough and difficulty breathing, seek medical care early. Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority. 	10		Disposable paper towels should be provided for hand washing rather than towels. Suitable bins for paper towels to be provided.	5		

		19. Follow advice given by your healthcare provider, your national and local public health authority or your employer on how to protect yourself and others from COVID-19.						
Susceptible at-risk individuals	Fever, cough, shortness of breath, breathing difficulties, muscle pain and tiredness in severe cases can lead to death	Susceptible individuals should be avoided in line with UK Government guidance. Staff should maintain social distancing in line with UK Government guidance and remain at least 2m (6 feet). Health questionnaires will continue to be used for new employees in line with current company practices. Any susceptible at-risk staff MUST inform management of the situation. Company have a new and expectant mother's policy in place. Company following UK Government stay at home advice in relation to non-essential work and affected workers.	10	Management to continue to review health questionnaires for employees who may be at risk. Specific individual risk assessments to be undertaken for anyone identified.	5			
Working in close proximity	Fever, cough, shortness of breath, breathing difficulties, muscle pain and tiredness in severe cases can lead to death	Suitable occupancy space on site currently including individual workstations and departments to allow social distancing of 2 metres to be	5					

	cases can lead to death	Suitable separation and workstation lay out giving at least 2m separation distances.						
Visiting client's sites	Fever, cough, shortness of breath, breathing difficulties, muscle pain and tiredness in severe cases can lead to death	Company co-operating and communicating with other businesses in relation to COVID-19 to share information and ensure health and safety of all. Site visits only being undertaken for essential work. Staff should follow good hygiene practices and social distancing when on client's sites.	10		Critical sites will be subject of assessment and further action if further information is received from the client company to indicate they have infected staff. Management will continue to review site visits.	5		
Home working	Fever, cough, shortness of breath, breathing difficulties, muscle pain and tiredness in severe cases can lead to death	Home working risk assessment undertaken. Staff DSE trained. DSE assessments completed for own workstation at home. Management will keep in regular contact with any workers working remotely, to ensure they are well, to address any identified issues that may arise, and they have structure to their day of work and allocated tasks whilst away from the office.	10		Management of homework risk assessment to be put in place.	5		



Employers should carry out a COVID-19 risk assessment, in consultation with workers or trade unions (if applicable)

	Breath, breathing difficulties, muscle pain and tiredness. In severe cases can lead to death.	client's sites, other than to follow UK Government guidance to only travel where essential. We will comply with client policies where necessary. Staff do not undertake international travel. Any subsequent international travel on company business will be subject of assessment in line with guidance provided by the UK Government and Health Organisations. Employees will not be permitted to travel in the same vehicle for work purposes and unless from the same household, this is discouraged for travel to and from work.					
Stress	increased risk from stress leading to adverse mental health problems, break down, digestive system problems, raised blood pressure etc.	Company have stress policy in place. Management will keep in regular contact with any workers working remotely, to ensure they are well, to address any identified issues that may arise, and they have structure to their day of work and allocated tasks whilst away from the office. Company have made provisions for staff with parental responsibilities to work from home. Any childcare issues to be monitored by the company and company will assist employees where possible subject of risk assessment.	9				

Assessor		Manager Acceptance (If Applicable)	
Name:		Name:	
Position:		Position:	
Signature:		Signature:	

Calculating the Risk Assessment

Likelihood		Consequence	
1	Highly Unlikely	1	Trivial: Very Minor injury not requiring first aid treatment.
2	Unlikely	2	Minor Injury: Minor First aid accident.
3	Possible	3	Serious: Lost Time Injury / Illness (i.e. Day(s) taken off work).
4	Probable	4	Specified Injury / Occupational Disease: Such as broken bones, amputation, major burns, occupational asthma / dermatitis.
5	Certain	5	Fatality: Death.

	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	

RATINGS	CLOUR	NUMBERS	ACTION REQUIRED
High Risk	Red	15 - 25	Unacceptable Risk – Immediate action required to reduce risk. Work MUST NOT continue.
Medium Risk	Yellow	5 - 12	Tolerable: Review control measures and improve if reasonably practicable to do so, consider alternative ways of working. Risks should be reduced to as low as reasonably practicable.
Low Risk	Green	1 - 4	Acceptable: If simple action can be introduced to reduce risk further, they should be completed in a reasonable time. Otherwise maintain control measures and review if there are any changes.

Notes:

- Company Risk Assessment Procedure gives additional guidance on company process and method for risk assessment. If ever in any cases of doubt seek advice from person responsible for health and safety. Work activities MUST NOT take place unless risk assessments are undertaken and recorded.
- If using a 'Generic' risk assessment, before work is undertaken assessors and managers (if appropriate) are to satisfy themselves that the assessment is suitable and sufficient for the task concerned, that all significant hazards have been identified, assessed, and are suitably controlled. If additional hazards are identified they are to be recorded within a HR2 Dynamic Risk Assessment Method Statement document.
- Evaluate the risk assessment based on the existing controls and record the 'Risk Rating'. If additional controls are required record the 'Risk Rating' after the additional controls.
- When the risk rating has been calculated at each point (After 'controls in place' and additional controls required) the instructions in the 'Action Required' table MUST be followed.
- Risk Assessments are to be reviewed:
 - Annually.
 - If there is reason to doubt the effectiveness of the assessment.
 - Following an accident/incident or near miss.
 - Following any significant changes to the task, process, procedure.
 - Following the introduction of more vulnerable personnel (i.e. Young persons).

Risk Assessment Review			
Review Date:		Review Date:	
Name:		Name:	
Position:		Position:	
Signature:		Signature:	



Maintain 2 metres social distancing, wherever possible

- The key part to any risk control strategy is the initial risk assessment element, and it is imperative companies do this. Employers should consider all their work activities, work environments, plant, premises and people, and where COVID-19 related hazards exist in relation their business and business activities, before then considering how to suitably control the risk to employees and others affected by this virus and the related hazards identified. Many employers have already done this and have correctly observed guidance from the UK Government and other related bodies. In this time of frequently changing guidance it is extremely important to continue to do this, and some examples of information sources also include:
 - <https://www.gov.uk/coronavirus>
 - <https://www.hse.gov.uk/news/coronavirus.htm#>
 - <https://www.nhs.uk/conditions/coronavirus-covid-19/>
 - https://www.who.int/health-topics/coronavirus#tab=tab_1
- This guidance outlines areas for consideration by businesses as part of their risk assessment and planning, and is by no means an exhaustive list, so it is critical that you consider these areas and any others specific to your business or industry and tailor the response to suit your organisation and circumstances. If ever in any doubt or if further guidance is required your colleagues at Workplace are on hand to assist, and please feel free to contact us further if required:



Maintain 2 metres social distancing, wherever possible

- Can a 2m physical distance between be maintained?
- What about communal areas such as entrances, toilet or changing facilities, canteens or kitchen areas?
- How will you manage team meetings, briefings, interviews and other interactions?
- Do you need partitions, barriers, or other separation guides?
- How will travel arrangements be made?
- After considering these areas you will need a documented plan in place for the business.
- This could include strategies to support social distancing such as keeping teams of workers together, or as small as possible, or staggering work shifts to minimise the interactions.



Where people cannot be 2 metres apart, manage transmission risk

Communication is important:

- As with all aspects of health and safety management communication is also vitally important in successfully tackling the related issues brought on by this pandemic.
- It is imperative employees are informed about the hazards identified and controls they should take

First Aid:

- It is essential to protect First Aiders from droplets of infected blood, moisture, saliva from an COVID-19 infected individual.
- Whilst First Aiders are trained in hygiene control, consider the following actions being put in place should First Aid be required:
 1. Don't forget disposable gloves must be used and are provided as standard within the first aid box.
 2. Disposable FFP3 masks being worn - these are to be stored in a safe location and all first aiders to be informed where these are. After use, disposable masks must be placed in a sealed plastic bag along with any other items used in first aid such as plasters.
 3. Eye protection to be worn such as goggles to prevent droplets getting into the eyes. These are to be stored in a safe location and all first aiders to be informed where these are. Before and after use these must be disinfected.



Where people cannot be 2 metres apart, manage transmission risk

4, If a disposable suit is not available, any clothing worn is to be cleaned at a high temperature as soon as possible.

5, If CPR (Cardio-Pulmonary Resuscitation) is to be undertaken and rescue breaths are to be given, then the face shield supplied within the first aid kit is to be used. First Aiders are not required to give rescue breaths but it is recommended (remember Call 999 or 112 as soon as possible). All First Aid kits to be checked for face shields - if these are absent contact (PERSON / DEPARTMENT RESPONSIBLE IN COMPANY) for a replacement.

6, First Aid kits come with anti-septic wipes which can be used to clean items.

7, All kit that needs to be disposed of must be disposed of in yellow disposable biohazard bags or double sealed bags and disposed of as per the 'COVID-19 Affected Case Cleaning Procedure' document provided for consideration, or may require specific biohazard removal if blood/vomit or heavily soiled clothing is involved. The bags should not be mixed with regular waste. Instead, you should contact your local council or your waste disposal contractor and request a clinical waste collection.



Where people cannot be 2 metres apart, manage transmission risk

General Hygiene:

- Depending on the nature of the work some businesses may have been closed, in which case consider carrying out a deep-clean before reopening.
- Either way it is essential to continue to observe the guidance on good hygiene practices to minimise the spread of infection. You should therefore review your cleaning arrangements within your business and address any findings accordingly.
- All sites will have surfaces such as door handles, hatches, canteens, kettles, sinks, microwaves etc.
- Each user should clean down any items touched before and after use and other arrangements would include for example ensuring all surfaces, desks, phones, keyboards etc are wiped daily with anti-viral cleaner.
- After reviewing arrangements it is vitally important to remind staff about regular and effective handwashing, posters can be displayed as a useful reminder.
- Hygiene facilities should be provided in line with general workplace welfare regulations, with hand sanitiser also provided to ensure employees can effectively follow the required guidance on hygiene practices.
- Also after washing hands it's important to consider drying, do you have electric hand dryers, disposable paper towels, or are you using towels which are re-used and may increase the risk.
- In kitchen facilities or office how are hot drinks made?
- Making hot drinks and refreshments should be by individual for the individual, with no shared 'rounds' of drink making / food preparation taking place.
- Only use your own cutlery, cups, plates etc. and do not leave these on the side, take them back to your desk, personal workspace or locker



Where people cannot be 2 metres apart, manage transmission risk

Plant & Equipment :

- The plant, equipment or company vehicle is to be cleaned before and after use.
- Steering wheels, dashboards, handbrakes, handles, grab rails, levers, switches and all high touched areas should be specifically be cleaned down with disinfectant wipe/spray.

Smoking Areas:

- If smokers cannot be kept 2m apart, by for instance ground markers, then staggered breaks, additional smoking areas (these should be defined temporary designated smoking area) should be established (after careful consideration by the competent person for fire safety!).
- A small tin or bin could be provided in the temporary designated smoking area and filled with sand where possible for the extinguishing of spent smoking materials.



Where people cannot be 2 metres apart, manage transmission risk

Where work by two people can not be undertaken without keeping 2m apart

- Where any work involves your workers or external contractors interacting with others and cannot be undertaken without keeping 2m apart, the following is to be considered:
 - 1) Can the task be eliminated - is it a priority?
 - 2) Can this be reduced to 1 person safely?
 - 3) Can the two workers be isolated safely by a barrier or screens?
 - 4) Can additional PPE be used to complete the job safely to prevent cross contamination?
 - 5) Record considerations and assessment of the task hazards and controls on a dynamic risk assessment.
 - 6) The company Health and Safety advisors can be contacted for any advice on further control measures.
-



Reinforcing cleaning process

Break Times & Rest Areas

- Where possible consider staggering break times to decrease the number of workers coming into contact with one another.
- Place signage up in canteen and rest areas reminding workers to keep 2m apart.
- Desks, tables and chairs need to be cleaned on a regular basis.
- All kitchen equipment used, such as kettles and microwaves, must be cleaned down before and after use.

Shower & Toilet Areas

- What about onsite showers and toilet facilities
- All shower and toilet areas must be cleaned down before and after use.
- Pay attention to sanitising handles, seats and surfaces.

Sharing of Personal Vehicles (Lift sharing)

- There is no legal requirement to ban lift sharing, however, it is recommended where possible to avoid lift sharing due to the difficulty of keeping social distancing and the increased possibility of cross-contamination of COVID-19.



Reinforcing cleaning process

Cleaning After a Confirmation of a Contaminated or Suspected Contaminated Worker

- Workplace have provided a guidance document titled 'COVID-19 Affected Case Cleaning Procedure' which has considerations which you can adapt to your business.

Dealing with items such as Paperwork and Delivered Items

- If a courier or post person requires a signature, request they sign it for you, almost all companies will already do this.
- If a signature is required on your company paperwork, consider signing it on the individual's behalf including the words "COVID-19" next to the signature.
- Consider if deliveries and paperwork can be left for 24 hours before being handled.
- Where preferred, gloves can be worn when handling items, and hands should be washed and sanitised with hand sanitiser after handling.



Further guidance from the government for specific working areas which you should read through to familiarise yourself to ensure your workplace is as safe as possible

Personal Protective Equipment (PPE)

- Depending on the nature of your work and the environment, you may need to consider providing additional PPE, including gloves, face masks or anti-viral hand gels.
- This will all be identified through your risk assessment and it is essential if you require workers to wear PPE that you think about training them on the correct use and storage, and face fit testing any tight fitting face masks, as failing to do this can increase health risks.
- Further advice can be sought from PPE providers, HSE website and Wurkplace consultants if required.



Further guidance from the government for specific working areas which you should read through to familiarise yourself to ensure your workplace is as safe as possible

Mental Health Support.

- It has long been established in health and safety law that employers duties to ensure so far as reasonably practicable the health, safety and welfare of employees extends to mental health.
- The effects of COVID-19 and the lock down measures exposes workers to increased psychological as well as physical health risks.
- The mental health effects include anxiety about the ongoing pandemic and fear of infection for themselves or susceptible relatives, as well social isolation and lack of contact due to the lockdown.
- Workers may also have an increase concern or difficulties in a domestic context from increased caring



Further guidance from the government for specific working areas which you should read through to familiarise yourself to ensure your workplace is as safe as possible

- [Homeworking Guide](#)
- [Draft Coronavirus Risk Assessment](#)
- [Draft Homeworking Risk Assessment](#)
- [COVID-19 Questions and Answers](#)
- [COVID-19 Poster](#)
- [COVID-19 Affected Case Cleaning Procedure](#)
- [COVID-19 Visitor Questionnaire](#)
- [DSE Self-Assessment Form](#)
- [COVID-19 Social Distancing Guidelines](#)

• These documents will also be uploaded onto the H&S document portal for you to access.



Further guidance from the government for specific working areas which you should read through to familiarise yourself to ensure your workplace is as safe as possible

- For your convenience, please see attached below links to further guidance from the government for specific working areas which you should read through to familiarise yourself to ensure your workplace is as safe as possible:

- [Construction & other outdoor work](#)

- [Factories, plants & warehouses](#)

- [Working in people's homes](#)

- [Labs & research facilities](#)

- [Offices & contact centres](#)

- [Restaurants offering takeaway or delivery](#)

- [Shops & branches](#)

- [Vehicles](#)





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QUESTIONS

