

# 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



Date 21 May 2020

Who to contact: Sam Howlett  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)



# **Working safely during COVID-19**

## **Our COVID secure workplace**

June 2020

# Everyone should continue to work from home

## **EXCEPTIONS**

You need access to resources or equipment in the office

You can complete a task more effectively within the office

Working in the office would benefit your mental wellbeing

You are working on a permitted activity in the community

# Protecting people who are at higher risk

As things stand we are not aware of anyone working within the team that is **clinically extremely vulnerable** or **clinically vulnerable**.

**IF YOU ARE ADVISED BY THE NHS THAT YOU ARE HIGH RISK  
YOU MUST LET US KNOW SO WE CAN ACT ACCORDINGLY**

# Safe working outside your home

## **WHO CAN GO INTO THE OFFICE**

Anyone in the team can work at the office except during any period of illness or when required to self / household isolate in line with Government regulations

We have assessed our workspace and done everything reasonably practical to minimise the risks from COVID-19.

**It is important to note that we cannot completely eliminate the risk of COVID-19.**

# Safe working outside your home

## IF YOU GO INTO THE OFFICE

Please continue to **work at home as much as possible**

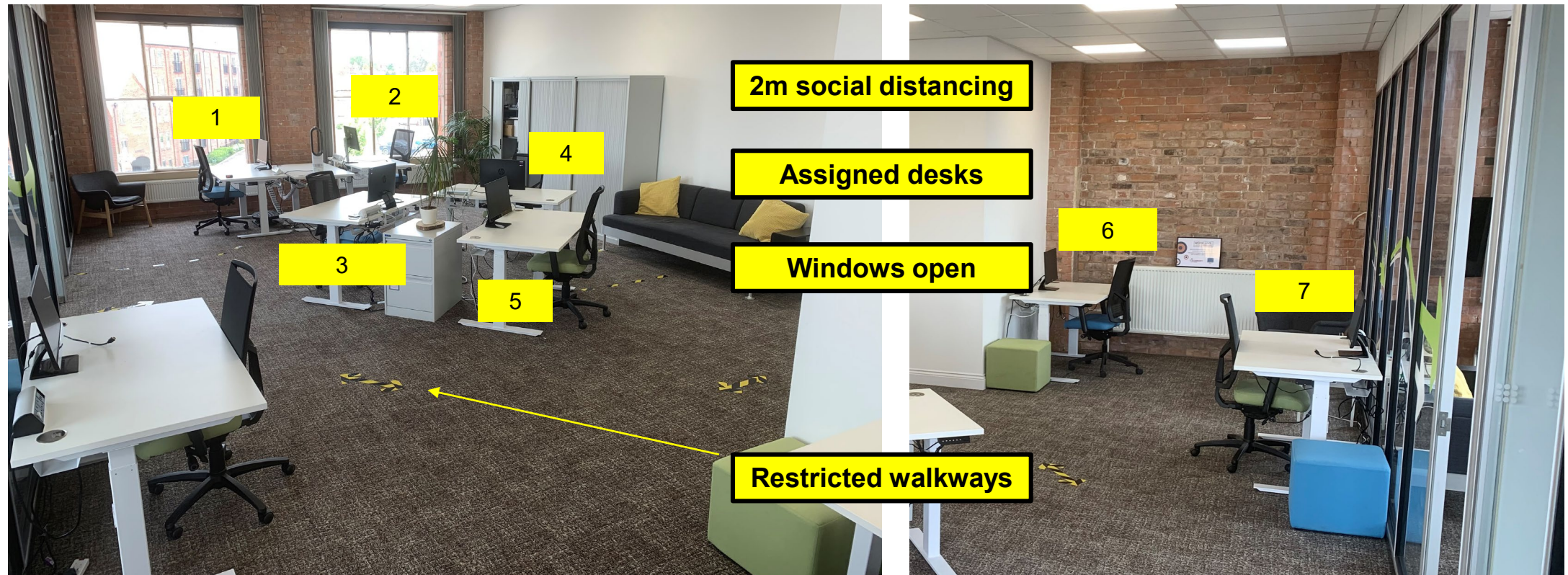
Record time you need to work at the office on your shared outlook calendar.

Where possible try to avoid travelling to the office at peak times and avoid using public transport unless it's essential

We have created a safe space for all of us to work in the office, however where possible please check your colleague's calendars and try to avoid busy periods

# Safe working outside your home

## CHANGES TO OUR WORKSPACE



# Safe working outside your home

## OTHER CHANGES IN OUR WORKSPACE

Max 9 people overall in office

Avoid using secure print

Max 1 person in photocopy room

Avoid sharing objects

Max 3 people in director's office

Put coats and bags in lockers

Additional cleaning requirements

Hand sanitiser provided



# Safe working outside your home

## PERMITTED ACTIVITY IN THE COMMUNITY



Phased start up in line with Government guidance

Approved by Directors and risk assessed separately as required

Currently restricted to outdoor activity only

# Safe working outside your home

## **MEETINGS**

Meetings should be held virtually wherever possible (Teams, Zoom)

Internal meetings can be held face to face if necessary but for essential participants only and with strict 2m social distancing.

If essential, one to one meetings with external people may be held in a public outdoor space subject to 2m social distancing and other protective measures (i.e. not sharing objects, limiting time)

# Safe working outside your home

## **EMERGENCY SITUATIONS**

In an emergency, for example, an accident or fire, you do not have to stay 2m apart if it would be unsafe.

If you need to provide assistance to others (for example first aid) you do not have to stay 2m apart, however you should pay particular attention to hygiene measures immediately afterwards including washing hands.

# Safe working outside your home

## **PPE (PERSONAL PROTECTIVE EQUIPMENT)**

In line with Government guidance for non clinical settings, we do not encourage the precautionary use of PPE to protect against COVID-19.

PPE includes:

- Gloves
- Surgical and other medical face masks
- Goggles and face visors

# Safe working outside your home

## FACE COVERINGS

Wearing a simple face covering may be marginally beneficial as a precautionary measure if working inside and social distancing is not possible.

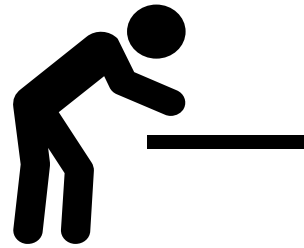
The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.

We will not provide face coverings however you can choose to make one at home if you wish. Guidance on how to do this and use it safely is on [GOV.UK](https://www.gov.uk).

# WE ALL NEED YOU TO



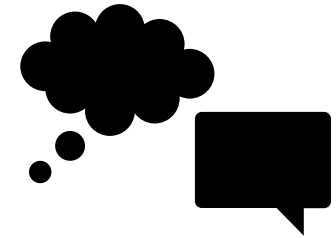
WASH YOUR  
HANDS



CLEAN YOUR  
WORKSPACE



KEEP YOUR  
DISTANCE



THINK AND  
SPEAK UP

rcc



# WASH YOUR HANDS

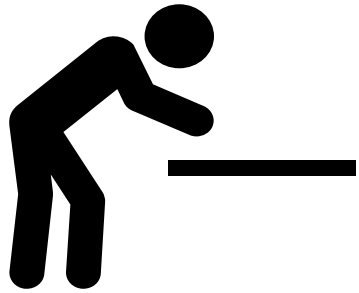
Soap and water destroys the virus

**Wash your hands regularly for at least 20 seconds using soap and water**

- in line with Government advice
- when arriving at the office
- before and after using shared equipment
- after cleaning your workspace

**Dry your hands thoroughly using a disposable paper towel**

**Use hand sanitiser for extra protection but not instead of soap and water**



# CLEAN YOUR WORKSPACE

Keeping surfaces clean protects you and your colleagues

**Where possible try to only use the desk allocated to you**

**Clean your workspace using the products provided before and after use**

**Avoid sharing objects and touching surfaces where possible and clean all shared equipment before and after you use it**

**Clean other surfaces regularly especially if you cough or sneeze on them or touch them with unwashed or dirty hands**





# KEEP YOUR DISTANCE

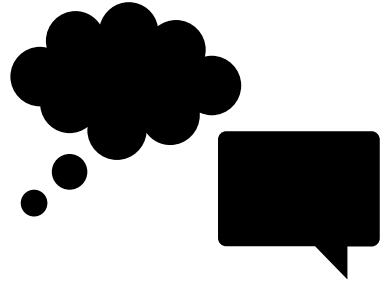
Staying physically separated reduces the risk of transmission

**Always leave a gap of at least 2m between you and others**

**Observe any maximum occupancy limits and avoid busy spaces**

**Be considerate of others and stay alert when moving around**

**If can't avoid close contact avoid facing directly towards others and limit the time you spend closer than 2m to an absolute minimum**



# THINK AND SPEAK UP

Consider your own actions and speak up if you are worried

**Stay alert to your behaviour and use common sense in following guidance**

**Be considerate, respectful and supportive of others**

**Tell someone if they come too close or are not following guidance**

**Talk to us if you are worried or spot something that concerns you**