

# Reopening Safely During Coronavirus

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# Agenda

- **Legislation**
- **Things to Consider**
- **Risk Assessment**
- **Staff Training**
- **Information for service users / the public**
- **Personal Protective Equipment**



# Legislation

- **Public Health (Control of Disease) Act 1984**
- **Coronavirus Act 2020**
- **The Health Protection (Coronavirus, Restrictions) (England) Regulations 2020**
- **Health and Safety at Work etc. Act 1974**



# Things to Consider

- **Who should be on site**
- **Develop cleaning, handwashing and hygiene procedures**
- **Social Distancing**
- **Record information to help NHS Test & Trace**



# Who should be on site

- Essential employees & people who cannot work from home (NB: changes 1st August)
- Clinically 'extremely vulnerable' or 'vulnerable' should always work from home
  - Extremely vulnerable - those with specific serious health conditions who have been advised to 'shield'
  - Vulnerable - those aged 70 and over, under 70 with a specified underlying health condition and pregnant women (refer to "staying alert and safe" guidance on [www.gov.uk](http://www.gov.uk))



# Who should be on site

To keep employees and volunteers safe you should:

- minimise the number of people on site
- make sure on-site employees can spot symptoms
- tell workers with symptoms to quarantine immediately
- explain new procedure and provide training where necessary
- consider the protected characteristics of your employees when making decisions, and to prevent discrimination





**HIGH  
TEMPERATURE**



**NEW  
PERSISTENT  
COUGH**



**LOSS OF  
SMELL**



**LOSS OF  
TASTE**

# Cleaning, handwashing and hygiene

You should increase the frequency of handwashing and surface cleaning

- encourage people to follow the guidance on hand washing and hygiene
- provide hand sanitiser around the workplace, in addition to washrooms
- frequently cleaning and disinfecting objects and surfaces that are touched regularly
- enhancing cleaning for busy areas
- setting clear use and cleaning guidance for toilets
- providing hand drying facilities – either paper towels or electric dryers





## Coronavirus

Wash your hands with soap and water more often for 20 seconds



Palm to palm



The backs of hands



In between the fingers



The back of the fingers



The thumbs

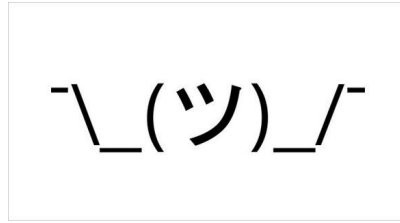


The tips of the fingers

Use a tissue to turn off the tap.  
Dry hands thoroughly.

CORONAVIRUS  
**PROTECT  
YOURSELF  
& OTHERS**

# Social Distancing



**Social  
Distancing in  
Effect**

**Please  
Keep 1m+ Apart**

# Recording Contact Details



## Test and Trace

You should assist the test and trace service by keeping a temporary record of your staff shift patterns for 21 days and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks.

Keeping customer / client data only applies in specific sectors but you should assess whether it might be applicable to do so in your service.



# Covid-19 Risk Assessment

- Consider:
  - Your employees
  - People other than your employees
    - Visitors
    - Customers / Clients
    - Contractors
- If you employ 5 people or more this must be a written risk assessment
  - Templates online - use reliable source ([www.hse.gov.uk](http://www.hse.gov.uk))
- If you employ less than 5 people it doesn't have to be written
  - Recommend some form of document to demonstrate your thinking



# Guidance - how to make your workplace COVID-secure

- Close contact services
- Construction and other outdoor work
- Factories, plants and warehouses
- Heritage locations
- Hotels and other guest accommodation
- Labs and research facilities
- Offices and contact centres
- Other people's homes
- Performing arts
- Providers of grassroots sport and gym/leisure facilities
- Restaurants, pubs, bars and takeaway services
- Shops and branches
- Vehicles
- The visitor economy

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



# Training for Staff / Volunteers

- Expectations of them
  - Self awareness - symptoms and need to self-isolate
  - Covid-secure arrangements you've identified - what is optional or mandatory
  - Cleaning and hand washing
  - What to do if the fall ill at work
  - Care and responsibilities re: protective equipment (if deemed necessary)
  - Process for reporting concerns / breaches / incidents
  - How do they tell you if they are unhappy about something
- Consult them at early stage



# Information for service users

- Your expectations of them
- What they can expect from you
- Symptom check 'at the door'
- Alternative options for them
  - Can you provide service in a different way

## 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 \_\_\_\_\_

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



# Personal Protective Equipment (PPE)

- Three types:
  - Respiratory Protective Equipment
  - Personal Protective Equipment
  - Face covering
- Unless the risk of COVID-19 transmission is very high - your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited.
- There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure - customers and workers who want to wear a face covering should be allowed to do so





# Don't forget

Covid Secure Working is in addition to your normal working practices

## Don't Forget About

Fire Safety

First Aid

Manual Handling

Working at Height

Equipment Safety Checks

Welfare Facilities

Working Hours

and more!



# Thanks for listening

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