

# 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 **Greenhatch Group Ltd.**

Date **20.04.2020**

Who to contact: Robert Page / Neil Jefferies / Andrew Dodson.

(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 in a Site Survey Environment.

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures.

Description	Objective	Control Measure	Action by	Done
Who should go to site.	Everyone should work from home unless specific factors deem otherwise.	Planning for the minimum number of people needed on site to operate safely and effectively. Consider who is needed on site, with support staff working from home where possible.	Directors	24.03.20
Protecting people who are at higher risk.	To protect clinically vulnerable individuals.	Clinically extremely vulnerable individuals have been strongly advised not to work outside the home.	Directors	24.03.20
People who need to self-isolate.	To make sure individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms do not physically come to work.	Enabling workers to work from home while self-isolating if appropriate.	Directors & Employees.	24.03.20
Equality in the workplace.	To treat everyone in your workplace equally.	Involving and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk, or might make any steps you are thinking about inappropriate or challenging for them. Considering whether you need to put in place any Particular measures or adjustments to take account of your under the equalities legislation.	Directors & Employees.	24.03.20
Social distancing on site.	To maintain 2m social distancing wherever possible, including while arriving at and departing from work, whilst on site and when travelling between sites.	You must maintain 2m social distancing in the workplace wherever possible. Further increasing the frequency of hand washing. Keeping the activity time involved as short as possible. Reducing the number of people each person has contact with by using 'fixed teams or partnering'	Directors & Employees.	20.04.20
Coming to work and leaving work.	To maintain social distancing wherever possible, on arrival and departure and to ensure hand washing upon arrival.	Limiting use of any public transport whilst travelling to and from site Limiting use of corporate vehicles to single occupant use only.	Directors & Employees.	20.04.20

Description	Objective	Control Measure	Action by	Done
Moving around buildings and worksites	To maintain social distancing wherever possible while people travel through the workplace.	Reducing the number of people in attendance at site inductions and consider holding them outdoors wherever possible with social distancing. Planning site access and 'area of safety' points to enable social distancing. Reducing staff and equipment rotation, keeping task to single days where possible.	Directors & Employees.	20.04.20
PPE: Use of latex gloves.	To reduce the transfer of COVID-19 virus whilst working on site.	Continue to wash your hands regularly using hand sanitiser when required. Change your latex gloves daily and dispose sensibly and safely.	Directors & Employees.	20.04.20
PPE: Use of alcohol based hand sanitiser.	To reduce the transfer of COVID-19 virus whilst working on site.	Wash your hands regularly using hand sanitiser when arriving and leaving site, before eating food and otherwise as often as is practical. Also use site hand washing facilities to clean hands for 20 seconds where and when available.	Directors & Employees.	20.04.20
PPE: Use of face coverings.	To reduce the transfer of COVID-19 virus whilst working on site.	It is important to use face coverings properly and wash your hands before putting them on and taking them off. When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. Continue to wash your hands regularly using hand sanitiser when required. Change and wash your face covering daily and dispose sensibly and safely.	Directors & Employees.	20.04.20
Accidents, security and other incidents	To prioritise safety during incidents.	In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing	Directors & Employees.	20.04.20

## Working safely during COVID-19 in an Office Environment.

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures.

Description	Objective	Control Measure	Action by	Done
Who should go to work.	Everyone should work from home unless specific factors deem otherwise.	Staff who are not on furlough leave should be encouraged to work from home when and where possible.	Directors	24.03.20
Protecting people who are at higher risk.	To protect clinically vulnerable individuals.	Clinically extremely vulnerable individuals have been strongly advised not to work outside the home.	Directors	24.03.20
People who need to self-isolate.	To make sure individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms do not physically come to work.	Enabling workers to work from home while self-isolating if appropriate.	Directors & Employees.	24.03.20
Equality in the workplace.	To treat everyone in your workplace equally.	Involving and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk, or might make any steps you are thinking about inappropriate or challenging for them.	Directors & Employees.	24.03.20
Social distancing at work.	To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling between sites.	Further increasing the frequency of hand washing and surface cleaning. Keeping the activity time involved as short as possible. Using screens or barriers to separate people from each other. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. Reducing the number of people each person has contact with by using 'fixed teams or partnering'	Directors & Employees.	20.04.20
Coming to work and leaving work.	To maintain social distancing wherever possible, on arrival and departure and to ensure hand washing upon arrival.	Staggering arrival and departure times at work to reduce crowding into and out of the workplace. Providing handwashing facilities, or hand sanitiser where not possible, at entry/exit points and not using touch-based security devices such as keypads.	Directors & Employees.	20.04.20

Description	Objective	Control Measure	Action by	Done
Moving around buildings and worksites	To maintain social distancing wherever possible while people travel through the workplace.	<p>Regulating use of high traffic areas including corridors, lifts turnstiles and walkways to maintain social distancing.</p> <p>Restricting access between different areas of a building or site.</p> <p>Reducing movement by discouraging non-essential trips within buildings.</p> <p>Introducing more one-way flow through buildings.</p>	Directors & Employees.	20.04.20
Workplaces and workstations	To maintain social distancing between individuals when they are at their workstations.	<p>For people who work in one place, workstations should allow them to maintain social distancing wherever possible.</p> <p>Workstations should be assigned to an individual and not shared. If they need to be shared they should be shared by the smallest possible number of people.</p> <p>Review layouts and processes to allow people to work further apart from each other.</p> <p>Using floor tape or paint to mark areas to help workers keep to a 2m distance.</p> <p>Only where it is not possible to move workstations further apart, using screens to separate people from each other.</p> <p>Managing occupancy levels to enable social distancing.</p>	Directors & Employees.	20.04.20
Meetings	To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.	<p>Using remote working tools to avoid in-person meetings.</p> <p>Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.</p> <p>Holding meetings outdoors or in well-ventilated rooms whenever possible.</p>	Directors & Employees.	20.04.20

Description	Objective	Control Measure	Action by	Done
Common areas	To maintain social distancing while using common areas.	<p>Staggering break times to reduce pressure on break rooms or canteens.</p> <p>Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.</p> <p>Encouraging storage of personal items and clothing personal storage spaces, for example, lockers and during shifts.</p>	Directors & Employees.	20.04.20
Accidents, security and other incidents	To prioritise safety during incidents.	<p>In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing</p>	Directors & Employees.	20.04.20
Managing customers, visitors and contractors	To minimise the number of unnecessary visits to offices.	<p>Encouraging visits via remote connection/working Where this is an option.</p> <p>Where site visits are required, site guidance on Social distancing and hygiene should be explained to visitors on or before arrival.</p> <p>Maintaining a record of all visitors, if this is practical.</p>	Directors.	20.04.20
Providing and explaining available guidance	To make sure staff & visitors understand what they need to do to maintain safety.	<p>Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids.</p> <p>Reviewing entry and exit routes for visitors and Contractors to minimise contact with other people.</p>	Directors.	20.04.20
Keeping the Workplace clean	To keep the workplace clean and prevent transmission by touching contaminated surfaces.	<p>Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.</p> <p>Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements.</p> <p>Clearing workspaces and removing waste and belongings from the work area at the end of a shift.</p>	Directors & Cleaners.	20.04.20

Description	Objective	Control Measure	Action by	Done
Hygiene – handwashing, sanitation facilities and Toilets.	To help everyone keep good hygiene through the working day.	<p>Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</p> <p>Providing regular reminders and signage to maintain personal hygiene standards.</p> <p>Providing hand sanitiser in multiple locations in addition to washrooms.</p> <p>Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</p>	Directors & Cleaners.	20.04.20
PPE: Use of latex gloves.	Wearing latex gloves is optional and is not required by law, including in the workplace. If you choose to wear them it is important to wash your hands before putting them on and taking them off.	<p>There are some circumstances when wearing latex gloves may be marginally beneficial as a precautionary measure.</p> <p>Continue to wash your hands regularly using hand sanitiser when required.</p> <p>Change your latex gloves daily and dispose sensibly and safely.</p>	Directors & Employees.	20.04.20
PPE: Use of face coverings.	Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off.	<p>There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure.</p> <p>When wearing a face covering, avoid touching your Face or face covering, as you could contaminate them with germs from your hands.</p> <p>Continue to wash your hands regularly using hand sanitiser when required.</p> <p>Change and wash your face covering daily and dispose sensibly and safely.</p>	Directors & Employees.	20.04.20



# Employers and businesses guidance

Common symptoms of coronavirus (COVID-19)



new and  
continuous cough

or



high  
temperature

If you have **symptoms** of coronavirus, you need to **self-isolate for 7 days**

If you live with **someone who has symptoms**, you need to **self-isolate for 14 days** from the day their symptoms started

Only use **NHS 111** if your symptoms get worse or are no better after home isolation

## Stop the spread of coronavirus



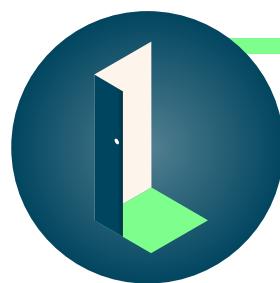
**Wash your hands  
more often  
and for 20 seconds**

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food



Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and throw the tissue away straight away



**Businesses and  
workplaces should  
encourage their  
employees to work at  
home, wherever possible**



**Employees will need your support** to adhere to the recommendation to stay at home to reduce the spread of coronavirus to others

Those who follow advice to stay at home will be eligible for **statutory sick pay (SSP) from the first day** of their absence from work



Frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning products

**Employers should use their discretion** concerning the need for medical evidence for certification for employees who are unwell. This will allow GPs to focus on their patients

If someone becomes unwell in the workplace with a new, continuous cough or a high temperature, **they should be sent home**

Employees from **defined vulnerable** groups should be strongly advised and supported to stay at home and work from there if possible