

**Returning to Work**  
**COVID-19 Compliant**  
**19<sup>th</sup> June 2020**

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# Webinar Contents

- 1) Government Guidance COVID-19 – Where do you start?
- 2) A road map to success
- 3) COVID-19 risk assessment (corporate & operational levels)
- 4) Q&A









This document is aimed to provide a generic aide memoire of considerations when preparing your company for return to a 'new' normal. It must not be considered an exhaustive list. Responsibility lies with each business leadership team to make site specific arrangements reflecting their differing needs, but as many will face the same challenges these operational guiding principles are aimed to help navigate the return to the workplace.

**Key Considerations**

- Government advice and restrictions
- Regulatory authority, WHO, PHE, and other relevant expert guidance
- Operational readiness with H&S at forefront of our decisions
- Business risk appetite (reasons UK is re-opening)
- Care for our workers, stakeholders and community is paramount
- Mutual respect and acknowledgement that all of our workers have personal stressors and challenges. Their abilities to deal with challenges are not the same and they are empowered to make decisions.
- Our people are engaged in the purpose of continuing our business activity, feel involved and empowered, they trust that all measures as far as reasonably practicable have been taken to keep them safe and to manage outbreaks should they occur.
- Our people returning to their workplace has potential to be beneficial but also carries the possibility for unintentional infection.
- Assess local needs, resources, social issues, risks, laws and regulations.

**Company/Site Specific Key Considerations To Be Completed:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

								
<b>Key Risks</b>	Workplace risk of contracting the virus	Availability and stock of suitable PPE and sanitization products	Use of Public Transport to and from work	Maintaining social distancing and hygiene measures	Multiple touchpoints	Poor communication leading to lack of confidence		
<b>Company/Site Specific Key Risks</b>								
<b>Action Plan Framework</b>	Leadership Actions & Teams Actions	Prepare the Building ( <u>inc control access</u> )	Prepare processes, procedures <u>inc</u> H&S Docs	Communications Strategy	Prepare the Workforce	Procure Resources	Auditing & Monitoring For Effectiveness	Implement Learnings

# Road Map to Success

## Stone House Ltd

*To keep our people healthy and safe as well as those that come into contact with us while we undertake our activities. **Umbrella duty of care !***

## Crisis Team

- **WHO DO WE NEED ?**
  - Put a team together representative of the business – crisis management good start plus other specialisms (Finance / employee rep / HR / IT / admin)
- **HOW ARE WE GOING TO COMMUNICATE WITH THE WORKFORCE ?**
  - H&S / Wellbeing Committee alternative
- **HOW OFTEN AND WHERE (ROOM) ARE THE CRISIS TEAM TO USE ?**
  - H&S / Wellbeing Committee alternative
- **EXTERNAL ADVICE NEEDED FROM WHO ?**
  - Risk specialist / H&S / Legal / Insurance / Occ Health / Accountants / Tax etc

# HM Government Guidance

## First Issued 11<sup>th</sup> May 2020

HM Government

### Working safely during COVID-19 in construction and other outdoor work

COVID-19 secure guidance for employers, employees and the self-employed  
14 June 2020



HM Government

### Working safely during COVID-19 in factories, plants and warehouses

COVID-19 secure guidance for employers, employees and the self-employed  
14 June 2020



HM Government

### Working safely during COVID-19 in labs and research facilities

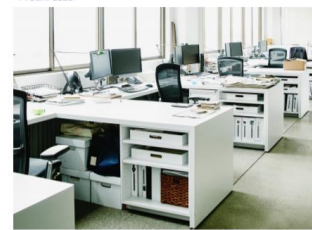
COVID-19 secure guidance for employers, employees and the self-employed  
14 June 2020



HM Government

### Working safely during COVID-19 in offices and contact centres

COVID-19 secure guidance for employers, employees and the self-employed  
14 June 2020



HM Government

### Working safely during COVID-19 in other people's homes

COVID-19 secure guidance for employers, employees and the self-employed  
14 June 2020



HM Government

### Working safely during COVID-19 in restaurants offering takeaway or delivery

COVID-19 secure guidance for employers, employees and the self-employed  
14 June 2020



HM Government

### Working safely during COVID-19 in shops and branches

COVID-19 secure guidance for employers, employees and the self-employed  
14 June 2020



HM Government

### Working safely during COVID-19 in or from a vehicle

COVID-19 secure guidance for employers, employees and the self-employed  
14 June 2020



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

# Which Are Relevant to Your Risk Profile ?

HM Government

Working safely during COVID-19 in construction

COVID-19  
14 June 2020



HM Government

Working safely during COVID-19 in factories, plants and warehouses

COVID-19 secure guidance for employers, employees and the self-employed  
14 June 2020



HM Government

Working safely during COVID-19 in labs and research centres

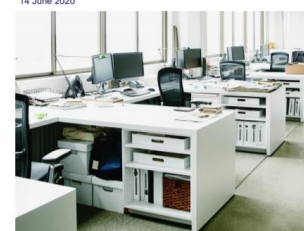
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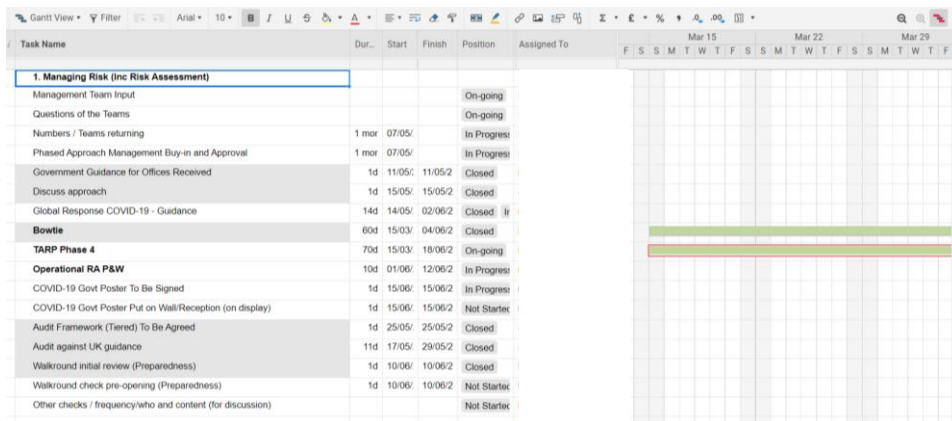
# Road Map to Success

1) Record your decision – Decision Log to list all key decisions made:

- *Hindsight Bias*

Decision Log					
Ref	Date of Decision	What was agreed and why	Who agreed it	Based on What Info	More info available or supporting documentation

2) Action Plan



# Road Map to Success

## 3) Audit against the Government Guidance

*Track any gaps on your Action Log until closed out*

Updated  
14<sup>th</sup> June

Ref.	Section	Yes, No, Planned	Pass / Fail	Review Required (Phase 2)	Comments / Actions	Evidence	Responsible Owner	
<b>COVID-19 Audit: Offices and Contact Centres</b>								
Auditor:			Duty Holder:			Date:		
Question set based on HM Government guidance: Working safely during COVID-19 in offices and contact centres. 11 May 2020								
<b>1. Thinking about risk</b>								
<b>1.1 Managing risk</b>								
<i>Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority. In the context of COVID-19 this means working through these steps in order:</i>								
Increasing the frequency of handwashing and surface cleaning.								
1.1.1		Yes			Signage in place Increased cleaning frequency Pre-clean planned Review product to use (28 day)			
1.1.2	Employers should make every reasonable effort to enable working from home as a first option. Where working from home is not possible, workplaces should make every reasonable effort to comply with the social	Yes						
1.1.3	Where the social distancing guidelines cannot be followed in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate.	Yes			2 person table lifting wear masks Staircases - give way to coming down			
1.1.5	Using screens or barriers to separate people from each other.	N/A						
1.1.6	Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.	Yes			Offices all measured. All side to side working. Pinch points to the desks and photocopier - self-manage one person at a time			
1.1.7	Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).	Yes						
1.1.8	If people must work face-to-face for a sustained period with more than a small group of fixed partners, assess whether the activity can safely go ahead.	Yes			Meeting room chairs to be removed to provide 2M No group meetings / events until at			



# Road Map to Success

## 4) Do not forget 'Other' connected legislation:

B	C	D	E	F	G	H
<b>10. Other UK Considerations</b>						
Undertake an internal review of the fire risk assessment (FRA)	Yes	Yes	Yes			Internal FRA review completed - change to dispersal during an evacuation to be implemented (communicated)
Review Floor Warden, First Aider, Incident Controller availability during phased return - process to check they are in place required.	Yes	Yes	Yes			
Consultation & Communication with workforce	Yes	Yes	N/A			Includes line leader specific information
Mental Health and Wellbeing of workforce	Yes	Yes	N/A			Wellbeing Committee monitored Access to Sharepoint resources Check for additional needs
Home working (ergonomic / DSE considerations) * DSE training (home working included in London training) * Additional equipment provided where required (eg laptop riser stands, separate keyboard, mouse) * Assessment questionnaire (COVID-19) to be completed	Yes	Yes	N/A			
CoSHH requirements for additional hygiene products required	Yes	Yes	N/A			
Building tenanted demise statutory provisions to be up to date before return eg: - All maintenance and inspection of equipment - Water management (legionella) - A/C HVAC - Landlord's lift inspections	Yes	Yes	Yes			This work has been completed throughout to the existing PPM schedule.

# Risk Assessment

## Decide the description headings in your risk assessment:

Options include:

Social Distancing
Cleaning and Decontamination Practices
Personal Protective Equipment
Isolation, Self Monitoring and Contact Tracing Practices
Workplace Entry and Travel Restrictions
Personal Hygiene Practices
Access to COVID Testing
Staff Vulnerability Assessment

Use the headings from your 'controls' framework

OR

Use where the point of transmission is likely to be

Transmission of COVID-19 between employees and site visitors

All employees and site visitors

Government guidance requires employers to "*minimise the number of unnecessary visits to offices*" and to make sure visitors "*understand what they need to do to maintain safety*".

Employers should consider:-

- "*Encouraging visits via remote connection / working where this is an option.*"
- "*Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.*"
- "*Limiting the number of visitors at any one time.*"
- "*Limiting visitor times to a specific window and restricting access to required visitors only.*"

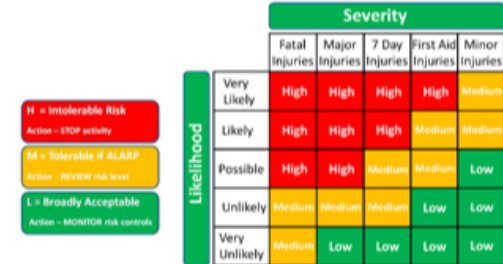
# Risk Assessment



# Risk Assessment

## Stonegate Ltd: COVID-19: Risk assessment

<b>Venue:</b>	Stonegate
<b>Area/Topic:</b>	COVID-19 Pandemic
<b>Assessor:</b>	Jacqui Brown (HSAS)
<b>Date:</b>	16 <sup>th</sup> June 2020
<b>Sheets:</b>	



Site Specific Arrangements
<ul style="list-style-type: none"> <li>Government, Public Health England and WHO advice regularly reviewed.</li> <li>We have 2 staff coming into the premises at the moment both of whom do not use public transport, nor have any conditions that would make them 'Vulnerable'</li> <li>All COVID-19 business decisions, but particularly H&amp;S ones, are to be documented; date / information available at the time / decision made and agreed between relevant parties.</li> </ul>

Description	Hazards	Who could be harmed and how	Existing control measures (if any)	Risk Level H/M/L	Additional Control Measures	New Risk Level H/M/L	Risk Is Tolerable Y/N
Employees who are (or may be) infected with COVID-19 coming to site and transmitting the infection to others	Contracting COVID-19 in the workplace	Employees Residents Contractors	Individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms must not travel to or attend the workplace during the periods specified in government guidance. <a href="#">Click here.</a>  Reduced workforce to 2 with working from home in place.  Restricted work area for staff – no access by residents	M	<ul style="list-style-type: none"> <li>Regular communication with employees to remind them not to visit the office if they, or someone they live with, has symptoms of COVID-19.</li> </ul>	L	

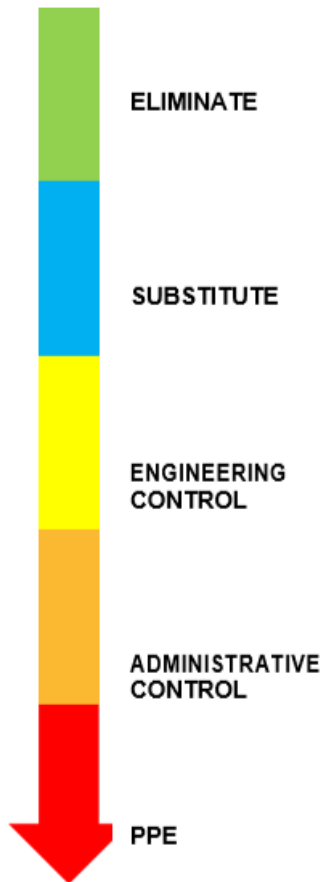
**Do not forget to:**

**Regularly review your Risk Assessment**

**Monitor that your controls are effective on the ground**

**Obtain updated risk assessments and method statements for contractors for COVID-19**

## Hierarchy of Controls



When considering how to control the risks you identify, bear in mind the hierarchy of controls concept (see graphic opposite). This is an approach to safety management which ranks in order of preference the different ways in which a risk might be controlled. If you identify a hazard you should:

- **Eliminate**: consider how the risk can be eliminated or whether the activity is necessary. If it is not possible to eliminate the risk, then:
- **Substitute**: can the activity be replaced with an alternative that does not create the same hazard? If it is not possible to substitute, then:
- **Engineering controls**: can physical changes be made to the process that reduce or eliminate the risk? If engineering controls cannot address the risk, then:
- **Administrative controls**: can you instruct employees to carry out the task in a way that reduces or eliminates the risk? If administrative controls cannot address the risk, then:
- **PPE**: The use of PPE is, in general, seen as the last resort in terms of risk mitigation (i.e. it should only be relied upon when all of the other mechanisms set out above are not sufficient). As explained above, government guidance in respect of COVID-19 is that PPE should not be relied upon in most workplaces.

### Example

An employer identifies a risk of transmission when employees pass each other in a narrow corridor. The employer instructs its employees to look both ways before passing through the corridor and only to do so if no one else is there.

The employer has failed to apply the hierarchy of controls. The instruction to employees to look both ways before entering the corridor is a means of reducing the risk through administrative controls. The employer should first have considered whether it was possible to eliminate the risk or substitute the activity (e.g. by implementing a one way system in the corridor).

Do not forget to review your Risk Assessment

## Communicating the outcome of the risk assessment to employees

There is a separate statutory obligation to communicate the outcome of risk assessments to employees<sup>9</sup>. This is clearly necessary to ensure employees are informed about the risks affecting their work and the control measures that must be followed to address those risks.

The government guidance on COVID-19 risk assessments confirms that employers must communicate the outcome to employees and sets an expectation as to how this should be done:

*"You should share the results of your risk assessment with your workforce. If possible, you should consider publishing the results on your website (and we would expect all employers with over 50 workers to do so)."*

### 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)

## Connect with Me:



<https://www.linkedin.com/in/jacquibrown01/>



[jacqui@hsas.org.uk](mailto:jacqui@hsas.org.uk)



**Q&A**

The image features the letters 'Q&A' in a bold, three-dimensional red font. The characters are set against a dark, gradient background that transitions from a lighter grey at the top to a deep black at the bottom. A bright, circular spotlight illuminates the base of the letters, creating a strong contrast and casting soft shadows on the surface below. The overall aesthetic is clean and professional.