

Health and Safety Risk Assessment

RA Ref: CORONAVIRUS

Location: PASSMORES PORTABLE BUILDINGS, KNIGHT ROAD, STROOD

Task/Function: Safety of staff and visitors

Persons at Risk: Staff and visitors

Risk Assessor: Simon Taylor

Date: 04 May, 2020

Reviewed: 22 May, 2020

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action taken	By whom	By when
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> - Staff - Visitors to premises - Cleaners - Contractors - Delivery drivers - Vulnerable groups – Elderly, pregnant workers, those with underlying health conditions - Anyone else who physically comes in contact with the business or staff 	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels. • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ 	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.gov.uk/coronavirus</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>	<p>Information posters obtained and displayed</p> <p>Antibacterial handwash purchased and made available</p> <p>Information posters obtained and displayed</p> <p>Training delivered to all staff</p>	<p>ST/WR</p> <p>ST/WR</p> <p>ST/WR</p> <p>WR/PW</p>	<p>22/05/20</p> <p>22/05/20</p> <p>22/05/20</p> <p>26/05/20</p>

		<ul style="list-style-type: none"> • Staff encouraged to protect the skin by applying emollient cream regularly • https://www.nhs.uk/conditions/emollients/ • Gel sanitisers in any area where washing facilities not readily available <p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Social Distancing Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing Taking steps to review work schedules including start & finish times/shift patterns, to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p>	<p>Rigorous checks will be carried out by managers to ensure that the necessary procedures are being followed.</p> <p>Hand sanitiser to be made available at main entrance to building – all staff to use upon arrival, before clocking in, and again upon departure, before clocking out.</p> <p>It may be necessary to deep clean any areas visited by a staff member or visitor who subsequently displays symptoms of Covid-19.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>Create demarcation areas to ensure compliance with 2m rule – designate individual work areas and access routes using paint or floor tape.</p> <p>Staff to work facing away from each other or side by side. If it is difficult to achieve 2m spacing consider suspending the use of some work benches or temporarily reducing staffing numbers.</p>	<p>Hand sanitiser dispensers purchased and installed</p> <p>General cleaning materials are already on site.</p> <p>Antibacterial wipes purchased and distributed</p> <p>Information posters obtained and displayed</p> <p>In/out lanes painted on factory floor and direction signs</p> <p>Hazard tape on floor to indicate 2m spacing</p> <p>“Keep your distance” floor signs</p>	<p>ST/WR</p> <p>ST/WR</p> <p>ST/WR</p> <p>WR</p> <p>WR</p> <p>ST/WR</p>	<p>22/05/20</p> <p>22/05/20</p> <p>22/05/20</p> <p>22/05/20</p> <p>22/05/20</p> <p>22/05/20</p>
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		<p>Discussions and meetings to be held outside whenever possible</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in rest room, WC and smoking area.</p> <p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><u>PPE (Face masks)</u> <i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p>Where a face mask is a requirement for risks associated with the work undertaken the following measures will be followed:</p> <p>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the</p>	<p>Rest room/WC limited to use by one person at a time. Stagger lunch breaks. Consider suspending rest room use – staff to bring their own food and drink to work and eat at workstation or in their own car, if available.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out – Both the fit tester and those being fit tested should wash their hands before and after the test. Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask). Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual. Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF) Reference https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p>	<p>Signage in restroom limiting use and encouraging staff to bring own food & drink</p> <p>Training given</p> <p>Face fit testing has already been carried out</p>	<p>ST/WR</p> <p>WR/PW</p> <p>ST/WR</p>	<p>22/05/20</p> <p>26/05/20</p> <p>Ongoing</p>
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		<p>wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.</p> <p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Managers will maintain regular contact with staff members during this time. If the unwell person lives alone, they must self-isolate for 7 days. If they live with others and is the first to have symptoms, they must self-isolate for 7 days. Everyone else in their household must self-isolate for 14 days. If anyone else in the household starts displaying symptoms, the person with the new symptoms must self-isolate for 7 days. This is regardless of where they are in the 14-day isolation period.</p>	<p>Consider taking temperature of all staff upon arrival using a non-contact thermometer. Those recording temperature of 38.0°C to be re-tested after 10 minutes. Those recording temperature of 38.0°C on 2nd occasion to be sent home to self-isolate.</p> <p>Staff will be regularly updated and reassured in a fast changing situation.</p> <p>Managers will offer support to staff who are affected by Coronavirus or who have a family member affected.</p>	<p>Non-contact thermometers purchased – to be used on all staff upon arrival</p> <p>Advice posters obtained and displayed</p> <p>Regular contact will be maintained with self-isolating employees</p>	<p>ST/WR</p> <p>ST/WR</p> <p>ST</p>	<p>22/05/20</p> <p>22/05/20</p> <p>Ongoing</p>
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		<p>Drivers/Site staff Drivers and other site staff should observe the same procedures on hand washing, sanitising, cleaning, social distancing & PPE as other staff whilst at Passmores premises. A separate Risk Assessment has been prepared dealing with procedures whilst travelling and on site . Procedures should be in place for drivers and site staff to ensure adequate welfare facilities available during their work - Reference https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p>Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>Drivers and site staff should be clearly instructed as to the required procedures when travelling in company vehicles and on site.</p> <p>Customers should be advised in advance of delivery of any changes in procedure and precautions that should be taken</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>	<p>Information will be dissipated to site staff and customers – see separate Risk Assessment</p> <p>Training given</p>	<p>ST/WR</p> <p>WR/PW</p>	<p>22/05/20</p> <p>26/05/20</p>
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Health and Safety Risk Assessment

RA Ref: CORONAVIRUS

Location: PASSMORES PORTABLE BUILDINGS, OFFICES, CANAL ROAD, STROOD

Task/Function: Safety of staff and visitors

Persons at Risk: Staff and visitors

Risk Assessor: Simon Taylor

Date: 06 May, 2020

Reviewed: 22 May, 2020

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action taken	By whom	By when
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> - Staff - Visitors to premises - Cleaners - Contractors - Delivery drivers - Vulnerable groups – Elderly, pregnant workers, those with underlying health conditions - Anyone else who physically comes in contact with the business or staff 	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels. • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ 	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.gov.uk/coronavirus</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>	<p>Information posters obtained and displayed</p> <p>Antibacterial handwash purchased and made available</p> <p>Information posters obtained and displayed</p> <p>Training delivered to all staff</p>	<p>ST</p> <p>ST</p> <p>ST</p> <p>ST/PW</p>	<p>22/05/20</p> <p>22/05/20</p> <p>22/05/20</p> <p>26/05/20</p>

		<ul style="list-style-type: none"> Staff encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/ Gel sanitisers in any area where washing facilities not readily available <p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. WC seat & taps to be disinfected with wipe after use.</p> <p>Social Distancing Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing</p> <p>Taking steps to review work schedules including start & finish times, consider some working from home on designated days to reduce number of staff on site at any one time.</p>	<p>Rigorous checks will be carried out by managers to ensure that the necessary procedures are being followed.</p> <p>Hand sanitiser to be made available at main entrance to building – all staff and visitors to use upon arrival and again upon departure.</p> <p>It may be necessary to deep clean any areas visited by a staff member or visitor who subsequently displays symptoms of Covid-19.</p> <p>Individual workstations to be cleaned by each member of office staff using disinfectant wipes before starting work each day, after eating and before leaving at the end of the day.</p> <p>Keep workstations tidy and leave desks clear at the end of the day.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>Create demarcation areas to ensure compliance with 2m rule – designate individual work areas and access routes using paint or floor tape.</p> <p>Office staff to remain at their workstations wherever possible. Avoid approaching colleagues to ask questions – communicate across the office or by telephone and email. If it is difficult to achieve 2m spacing consider suspending the use of some workstations or temporarily reducing staffing numbers.</p>	<p>Hand sanitiser dispensers purchased and installed</p> <p>General cleaning materials are already on site.</p> <p>Antibacterial wipes purchased and distributed</p> <p>Information posters obtained and displayed</p> <p>Tape used as demarcation in sales office. Otherwise staff relocated to ensure 2m distancing and some working from home on rota basis to prevent crowding</p>	<p>ST/WR</p> <p>ST</p> <p>ST</p> <p>ST</p>	<p>22/05/20</p> <p>22/05/20</p> <p>22/05/20</p> <p>22/05/20</p>
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		<p>Redesigning processes to ensure social distancing in place.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p><u>PPE (Face masks)</u> <i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Managers will maintain regular contact with staff members during this time. If the unwell person lives alone, they must self-isolate for 7 days. If they live with others and is the first to have symptoms, they must self-isolate for 7 days. Everyone else in their household must self-isolate for 14 days. If anyone else in the household starts displaying symptoms, the person with the new symptoms must self-isolate for 7 days. This is regardless of where they are in the 14-day isolation period.</p>	<p>Consider suspending use of upstairs kitchen area – staff to bring their own food and drink to work and eat at individual workstations.</p> <p>Office staff may wear general use face masks if they would prefer but at the time of writing this is not mandatory or recommended.</p> <p>Consider taking temperature of all staff upon arrival using a non-contact thermometer. Those recording temperature of 38.0°C to be re-tested after 10 minutes. Those recording temperature of 38.0°C on 2nd occasion to be sent home to self-isolate.</p> <p>Staff will be regularly updated and reassured in a fast changing situation.</p> <p>Managers will offer support to staff who are affected by Coronavirus or who have a family member affected.</p>	<p>Staff encouraged to bring own food and drink. Rules for use posted in kitchen area</p> <p>Training given</p> <p>Non-contact thermometers purchased – to be used on all staff upon arrival</p> <p>Advice posters obtained and displayed</p> <p>Regular contact will be maintained with self-isolating employees</p>	<p>ST</p> <p>ST/PW</p> <p>ST</p> <p>ST</p> <p>ST</p>	<p>22/05/20</p> <p>26/05/20</p> <p>22/05/20</p> <p>22/05/20</p> <p>22/05/20</p>
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		<p>Visitors Visitors to the office should be asked observe the same procedures on hand washing, sanitising & social distancing as office staff. Demarcation area in reception to be created using tape on the floor. Clear signage should be displayed in the reception area and on the office door.</p> <p>Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>All visitors to use hand sanitiser upon arrival and stand 2m away from reception desk as marked on the floor.</p> <p>Only one person in office reception at a time.</p> <p>Consider not allowing visitors in reception – welcome to view display buildings but enquiries and orders by telephone and email only.</p> <p>Wipe down door handles and seats after customer use.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>	<p>Hand sanitiser and dispenser obtained and installed.</p> <p>Information notices posted.</p> <p>Tape used as demarcation in sales office</p> <p>Antibacterial wipes obtained and distributed</p> <p>Training given</p>	<p>ST</p> <p>ST</p> <p>ST</p> <p>ST</p> <p>ST/PW</p>	<p>22/05/20</p> <p>22/05/20</p> <p>22/05/20</p> <p>22/05/20</p> <p>26/05/20</p>
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PASSMORES

Health and Safety Risk Assessment

RA Ref: CORONAVIRUS

Location: TRAVELLING TO AND WORKING AT CUSTOMER'S PREMISES

Task/Function: Safety of staff and visitors

Persons at Risk: Site staff and customers

Risk Assessor: Simon Taylor

Date: 07 May, 2020

Reviewed: 22 May, 2020

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action taken	By whom	By when
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> - Site staff - Customers - Other contractors - Anyone else who physically comes in contact with site staff 	<p>Travelling to and from site</p> <ul style="list-style-type: none"> • Use Knight Road toilet and washroom before leaving for site. Wash hands thoroughly and dry using disposable towels. • If possible, do not share vehicles. • Vehicles to be cleaned regularly. • Avoid stopping other than to use WC facilities or take mandatory rest period. • Telephone customer 15 – 30 minutes prior to arrival with ETA. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ 	<p>Site staff to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. If it is not possible to wash hands whilst on site then use hand sanitiser which will be provided in lorries.</p> <p>Also remind staff to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be provided in lorries.</p> <p>If delivery vehicles have to be shared, maximum 2 persons in a 3 seater cab. Passenger to sit as far away from driver as possible. If possible, drive with windows open for maximum ventilation. Allocate a lorry to each erection team.</p> <p>Rigorous checks will be carried out by managers to ensure that the necessary procedures are being followed.</p> <p>Site staff should observe the same hygiene procedures as factory staff before leaving for site in the morning and upon their return.</p>	<p>Information posters obtained and displayed</p> <p>Antibacterial handwash purchased and made available</p> <p>Tissues purchased and made available</p> <p>Erectors organised into teams of 2 and allocated to a single vehicle</p> <p>Information sheet in each lorry and site staff trained</p>	<p>ST/WR</p> <p>ST/WR</p> <p>ST/WR</p> <p>WR</p> <p>WR/PW</p>	<p>22/05/20</p> <p>22/05/20</p> <p>22/05/20</p> <p>22/05/20</p> <p>22/05/20</p>

		<p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, steering wheels and switches using appropriate cleaning products and methods.</p> <p>Arrival on Site Telephone customer upon arrival. Avoid touching doorbells or doors. Lead erector should explain procedures by telephone and ask customer to confirm access arrangements and directions to the foundation.</p> <p>Social Distancing Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing Taking steps to review work schedules including start & finish times/shift patterns, to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p>	<p>Antiseptic wipes to be provided in all lorries.</p> <p>Steering wheel, door handles, handbrake, gear lever and switches to be wiped down before leaving in the morning and when leaving site. Dispose of used wipes responsibly.</p> <p>It may be necessary to deep clean any vehicles used visited by a member of staff who subsequently displays symptoms of Covid-19.</p> <p>Office should write to customers in advance asking them to confirm that they are not self-isolating and to provide advice regarding social distancing.</p> <p>Discuss site problems with customer by telephone if possible. If it is essential to discuss issues face to face e.g. to demonstrate base deficiencies, ensure 2m distancing is observed.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>On site it is not possible to provide lines of demarcation therefore site staff must observe and self-police 2m social distancing rule at all times. If a task cannot be carried out whilst observing the 2m rule then an alternative method must be adopted.</p> <p>Team working is often unavoidable on site therefore teams should be limited to the smallest practical number and kept in the same grouping.</p> <p>No social gathering in the work area – wait until break times and then keep 2m apart.</p>	<p>Antibacterial wipes purchased and distributed</p> <p>General cleaning materials available at factory</p> <p>Advance notification letter and notes</p> <p>Erectors notes modified. Training given</p> <p>Information posters obtained and displayed</p> <p>Erectors notes modified</p> <p>Training given</p>	<p>ST/WR</p> <p>ST/Office</p> <p>ST/Office</p> <p>WR/PW</p> <p>ST/WR</p> <p>ST/Office</p> <p>WR/PW</p>	<p>22/05/20</p> <p>22/05/20</p> <p>22/05/20</p> <p>26/05/20</p> <p>22/05/20</p> <p>22/05/20</p> <p>26/05/20</p>
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		<p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Managers will maintain regular contact with staff members during this time. If the unwell person lives alone, they must self-isolate for 7 days. If they live with others and is the first to have symptoms, they must self-isolate for 7 days. Everyone else in their household must self-isolate for 14 days. If anyone else in the household starts displaying symptoms, the person with the new symptoms must self-isolate for 7 days. This is regardless of where they are in the 14-day isolation period.</p> <p>Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>Consider taking temperature of all staff upon arrival using a non-contact thermometer. Those recording temperature of 38.0°C to be re-tested after 10 minutes. Those recording temperature of 38.0°C on 2nd occasion to be sent home to self-isolate.</p> <p>Staff will be regularly updated and reassured in a fast changing situation.</p> <p>Managers will offer support to staff who are affected by Coronavirus or who have a family member affected.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>	<p>Non-contact thermometers purchased – to be used on all staff upon arrival</p> <p>Advice posters obtained and displayed</p> <p>Regular contact will be maintained with self-isolating employees</p> <p>Training given</p>	<p>ST/WR</p> <p>ST/WR</p> <p>ST/WR</p> <p>WR/PW</p>	<p>22/05/20</p> <p>22/05/20</p> <p>22/05/20</p> <p>26/05/20</p>
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