**Health and Safety Policy Addendum – June 2020**

*This addendum should be read in conjunction with the relevant policy, and it supports and works alongside the policy. All employees should make themselves aware of both the policy and the addendum. If there are any questions, employees must refer to their manager.*

*The usual company policy rules will apply.*

**Good practice for employers – government guidelines**It is good practice for employers to:

* keep everyone updated on actions being taken to reduce risks of exposure to coronavirus (COVID-19) in the workplace
* ensure employees who are in a vulnerable group are strongly advised to follow [social distancing guidance](https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people)
* ensure employees who are in an extremely vulnerable group and should be [shielded](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) are supported to stay at home
* make sure everyone’s contact numbers and emergency contact details are up to date
* make sure managers know how to spot symptoms of coronavirus (COVID-19) and are clear on any relevant processes, for example sickness reporting and sick pay, and procedures in case someone in the workplace is potentially infected and needs to take the appropriate action
* make sure there are places to regularly wash hands for 20 seconds with soap and water, and encourage everyone to do so regularly throughout the workday
* provide hand sanitiser and tissues for staff, and encourage them to use them
* conduct risk assessments before employees return to work
* Examples; <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>
* Increased regularly cleaning of the workplace

Risk assessment  
In keeping with the latest government guidelines, we have conducted a detailed COVID-19 risk assessment in order to ascertain the risk of the disease spreading in the workplace. Through this assessment, we have identified measures that we believe are essential for the Company to take for the foreseeable future.

A copy of this risk assessment can be obtained by contacting your manager.

We have also consulted with all relevant employee bodies/representatives concerning the results of this assessment before making the decision to reopen.

Cleaning the workplace  
Steps have already been taken to clean the workplace thoroughly in line with the latest government guidelines. Going forward, we will be implementing the following procedures:

* regularly cleaning with antibacterial cleaning products, all shared equipment/machinery, door handles, light switches, staff kitchens, toilets, throughout the day
* [insert any new regular cleaning provisions that are to be put in place. This can include deep cleaning and frequent cleaning of working/shared equipment/toilet, rest areas].

Staff hygiene  
We encourage all staff to maintain high levels of hygiene whilst in the workplace.

* Regular hand washing should be implemented – upon arrival at work, after using the toilet, before eating, after lunch, before going home – through the use of soap and water for at least 20 seconds.
* This is especially important before eating and after using the toilet.
* There must be regular washing of hands using soap and water for 20 seconds particularly after blowing nose, sneezing or coughing.
* Where facilities to wash hands are not available, hand sanitiser should be used regularly throughout the day.
* All staff should cover any coughs or sneezes with a tissue, then dispose of the tissue in a bin and immediately wash their hands.
* Hand sanitisers are to be situated throughout the workplace.
* Where possible, paper towels will be provided to assist staff in drying their hands thoroughly.
* Cleaning any equipment/machinery down after use, with antibacterial cleaning products

Staff *should avoid* touching their face and will also be asked to avoid sharing objects, such as pens, as much as possible.

Physical distancing  
In line with government guidance, we have taken steps to implement social distancing throughout the workplace.

Social distancing involves reducing day-to-day contact with other people as much as possible, in order to reduce the spread of coronavirus (COVID-19). Businesses and workplaces should encourage their employees to work at home, wherever possible.

If you cannot work from home, then you can still travel to work. This is consistent with the Chief Medical Officer for England’s advice.

The advice on social distancing measures applies to everyone and should be followed wherever possible. Workplaces need to avoid crowding and minimise opportunities for the virus to spread by maintaining a distance of at least two metres (three steps) between individuals wherever possible. This advice applies both to inside the workplace and to where staff may need to interact with customers.

* [insert all details of all steps taken e.g. setting up screens between desks, spacing out the workplace, prohibiting the use of hot desking, restricting movement between teams etc].

The practical implementation of this advice will depend on the local circumstances; see [examples for various industries](https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance) on the government website;

* <https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance>
* <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>

Other Recommendations;

* Make regular announcements to remind staff and/or customers to follow social distancing advice and wash their hands regularly.
* Encourage the use of digital and remote transfers of material where possible rather than paper format such as using e-forms, emails and e-banking.
* Provide additional pop-up handwashing stations or facilities if possible, providing soap, water, hand sanitiser and tissues, and encourage staff to use them.
* Where it is possible to remain two metres apart, use floor markings to mark the distance, particularly in the most crowded areas (for example, where queues form).
* Where it is not possible to remain two metres apart, staff should work side by side or facing away from each other, rather than face to face, if possible.
* Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible.
* As much as possible, keep teams of workers together (cohorting), and keep teams as small as possible.

Additionally, for customer-facing businesses:

* Use signage to direct movement into lanes, if feasible, while maintaining a two-metre distance.
* Regulate entry so that the premises do not become overcrowded.
* Use additional signage to ask customers not to enter the premises if they have symptoms.
* If feasible, place plexiglass barriers at points of regular interaction as an additional element of protection for workers and customers (where customers might touch or lean against these, ensure they are cleaned and disinfected as often as is feasible in line with standard cleaning procedures).

As staff begin to return to work, it may be deemed necessary to stagger shift times in order to limit the number of persons in the building at one time. Some staff may also be asked to work/remain working from home. We will provide more details in subsequent correspondence. All decisions will be made after consultation with you.

Current government guidance advises staff to avoid the use of public transport where possible. We have taken the following steps to help in this regard:

* [insert details e.g. introducing new car parking spaces or bike storage facilities].

Company-related travel is also to be limited as much as business need permits. If travelling for Company purposes is deemed essential, steps will be taken to observe physical distancing and hygiene measures.

We will also take steps to limit the number of external visitors to the workplace. Any visitors who do enter the building will have all social distancing and hygiene rules explained to them.

**Personal Protective Equipment (PPE)**

[Select from the paragraphs below and delete as appropriate]

Any PPE in use prior to the coronavirus outbreak should continue to be worn. If any updates or additions are required, the Company will assess the situation and endeavour to provide this if deemed necessary.

[OR]

The Company encourages the use of PPE whilst in the workplace. This includes [insert details of PPE to be worn, such as face masks]. We will provide all relevant equipment to staff.

[OR]

Due to the findings of our risk assessment, the Company does not currently believe that the use of PPE is compulsory in the workplace. However, we will permit staff to wear certain forms of PPE if they chose to, which are [insert details e.g. face masks].

We ask that all staff take care in their use of PPE and exercise good hygiene.

**Being mindful of the spread of Covid-19**  
All staff are asked to be aware of the symptoms of Covid-19, which are understood to be:

* cough
* difficulty in breathing
* fever (38.0° C [100.4° F] or greater using an oral thermometer)
* loss/change to usual taste or smell.

Please familiarise yourself the sickness absence policy addendum and make sure you follow the guidance within this policy.

If any member of staff starts to display these symptoms or feels they have come into contact with someone who is displaying symptoms, must go home and follow the self-isolation guidance, and we urge them to contact [insert details e.g. their line manager] as soon as possible. Please note that government guidance surrounding self-isolation will continue to apply going forward.

[Optional] Further training on COVID-19 awareness will be provided upon staff returning to work.

**Managing staff returns**   
We recognise that the coronavirus outbreak will have impacted on our staff in different ways. We also accept that some members of staff may be ‘shielding’, or self-isolating, in line with government guidance. As such, the Company will take additional steps to identify staff who may be in these positions, assess their situation and consider what further support may be necessary as they return to work.

We will confirm with all employees on furlough leave what the options are at the end of furlough leave. When we are able to provide them with work, extend furlough leave, return to work part time or on split shifts, it may be deemed necessary to stagger shift times in order to limit the number of persons in the building at one time. Some staff may also be asked to work/remain working from home. Or any other options which may need to be considered. All decisions will be made after consultation with you.

[Optional] I would like to remind you that you have access to a confidential telephone counselling service if you would like to talk to a trained counsellor about any worries that you may be having about the impact of coronavirus, whether work related or not. You can access this by [insert details].

If you have any queries or concerns in relation to returning to the workplace, please contact [insert details] in order to discuss your circumstances. In the meantime, we look forward to your return and a movement back to normality going forward.